



UCI IRVINE

Change of Custodian of Petty Cash/Change Fund

this is only for temporary change of custodians

Effective _____ (enter date), Custodianship of the _____ (department name) Petty Cash/Change Fund (circle one) in the amount of \$ _____ is transferred from _____ (present custodian name) to _____ (new custodian name), who will be responsible for the reason indicated below.

____ Vacation ____ Sickness ____ Other

If vacation or sickness, intended date of return will be _____

Actual cash count when Fund is transferred must be witnessed

Present custodian Signature

Witness Signature

Supervisor Signature

I hereby acknowledge receipt of the Petty Cash/Change Fund (circle one) in the amount of \$_____, and accept responsibility to act as custodian for the reason indicated above.

New/Temporary Custodian Signature / Date

TO BE COMPLETED UPON RELIEF OF TEMPORARY CUSTODIANSHIP

Upon making an actual cash count, I hereby relieve _____ (print temporary custodian name) as temporary custodian of the _____ (department) Petty Cash/Change Fund (circle one) in the amount of \$_____.

Temporary Custodian Signature

Office Custodian Signature

Date