

Petty Cash Change of Custodian Form

Accountability for a petty cash fund should be assigned to one employee, designated as the fund custodian. The fund custodian is responsible for maintaining the fund in a safe manner, distributing cash to others upon request, obtaining supporting documents for disbursements made, and maintaining petty cash receipts in numerical order.

The fund custodian will be reimbursed by Purchasing and Payment Services for amounts paid out of the petty cash fund. Upon presentation of documents for reimbursement through ePayment, a check payable to the custodian is issued to bring the fund back to its original amount.

Petty Cash Account # _____
 Requested By _____
 Requested Date _____
 Department Name _____

PRESENT CUSTODIAN CERTIFICATION

I currently have the following combination of cash and receipts totaling the amount authorized for my petty cash fund.

Cash on hand	\$ _____	Print Name	_____
Amount in receipts	\$ _____	Campus Tel #	_____
Total of Cash & Receipts	\$ _____	Sign & Date	_____

NEW CUSTODIAN CERTIFICATION

Please review the policies and procedures for Petty Cash Funds located on the University of Chicago, Financial Services web site: (<http://finserv.uchicago.edu/accounting/general/cash.shtml>)
 By signing below, you have accepted all responsibilities of becoming the Custodian of the fore mentioned petty cash/revolving account fund.

Cash on hand	\$ _____	Print Name	_____
Amount in receipts	\$ _____	Campus Tel #	_____
Total of Cash & Receipts	\$ _____	Sign & Date	_____

Please provide the following information for petty cash reimbursements (Note: This information should agree to all future ePayment petty cash reimbursement requests.).

Pick-up Tel #	_____
Physical Address	_____

DEPARTMENTAL AUTHORIZATION

 Print Executive/Financial Administrator Name

 Executive/Financial Administrator Signature