

**UNIVERSITY OF CHICAGO
FINANCIAL SERVICES**

PETTY CASH CHANGE OF CUSTODIAN FORM

SUBMIT TO: Accounting Services
6054 S. Drexel, Suite 300 or
Fax 2-7954

SUBMITTED BY: _____
Campus Department

Faculty Exchange Address

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 Financial Services for amounts paid from the petty cash fund. Upon presentation of documents for reimbursement, a check payable to the custodian is issued to bring the fund back to its original amount.

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	\$ _____	Signature	_____
Amount in receipts	\$ _____	Campus Tel #	_____
Total of cash and receipts	\$ _____	Date Signed	_____

NEW CUSTODIAN CERTIFICATION

I agree that I have received the following cash and receipts. I have reviewed and agree to follow the procedures specified in the Petty Cash Guidelines located on the University of Chicago AdmiNet web site. (<http://adminet.uchicago.edu/admincompt/pettycashmanual/pettycash.html>)

Cash on hand	\$ _____	Signature	_____
Amount in receipts	\$ _____	Campus Tel #	_____
Total of cash and receipts	\$ _____	Date Signed	_____

SUPERVISOR/MANAGER AUTHORIZATION

Immediate Supervisor Signature

Division or Executive Level Signature