



DATE: _____

TO: Banking Services
555 South Howes Street
6003 Campus Delivery
Phone: (970) 491-7131

FROM: _____

SUBJECT: Change of: Petty Cash Fund Custodian
Change Fund Custodian

This is to advise you that the custodians of the (department) _____, Dept # _____, petty cash or change fund have been changed.

The new custodians are:

Please remove the following custodians from our department's petty cash or change fund:

The new custodians have read and agree to abide by the Petty Cash/Change Fund procedures outlined in the Business and Financial Services FPI 6-2. We certify that at the time of transfer the petty cash or change fund was counted and reconciled and the authorized amount of \$ _____ was properly accounted for.

Signature of New Custodian 1

Signature of Outgoing Custodian 1

CSU ID of New Custodian 1

CSU ID of Outgoing Custodian 1

Signature of New Custodian 2

Signature of Outgoing Custodian 2

CSU ID of New Custodian 2

CSU ID of Outgoing Custodian 2

Signature of Department Head