

**Eastern Washington University
Office of Controller
Back up Custodian**

	Fund Transfer to Back up Custodian	Fund Returned to Regular Custodian
Cash on Hand	\$ _____	\$ _____
Vouchers not reimbursed	_____	_____
Reimbursements in process	_____	_____
Subtotal	_____	_____
Less: Petty Cash Amount	_____	_____
Cash over/short	\$ _____	\$ _____

Fund Transferred to Backup Custodian

Signature of Backup Custodian: _____

Signature of Administrative Supervisor: _____

Date: _____

Fund Transferred back to Regular Custodian

Signature of Custodian: _____

Signature of Back up Custodian: _____

Date: _____