

Eastern Washington University
Treasury & Debt Management
Petty Cash Fund Active Custodian Change Form

Please fill in the required information below to (1) transfer custodian responsibility to the backup custodian and (2) return custodian responsibility to the regular custodian. This form must be completed **each time** there is a change in custodian responsibilities and **before** any activity occurs in the petty cash fund. The completed form should be sent to Spencer Miller, Treasury Analyst at smiller31@ewu.edu.

Petty Cash Fund Name: _____

Department: _____

Office Number & Building: _____

(1) Fund Transferred to Backup Custodian:

Date of Transfer: _____

Cash on Hand: \$ _____

+

Receipts: \$ _____

+

Reimbursements in Process: \$ _____

=

Subtotal: \$ _____

-

Petty Cash Authorized Amt: \$ _____

=

Cash Over/(Short) \$ _____

(2) Fund Returned to Regular Custodian:

Date of Transfer: _____

Cash on Hand: \$ _____

+

Receipts: \$ _____

+

Reimbursements in Process: \$ _____

=

Subtotal: \$ _____

-

Petty Cash Authorized Amt: \$ _____

=

Cash Over/(Short) \$ _____

Admin. Supervisor Signature: _____

Custodian Signature: _____

Admin. Supervisor Name: _____

Custodian Name: _____

Date: _____

Date: _____

Backup Custodian Signature: _____

Backup Custodian Signature: _____

Backup Custodian Name: _____

Backup Custodian Name: _____

Date: _____

Date: _____