

**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: _____

Admin. Supervisor Name: _____

Date: _____

Custodian Signature: _____

Custodian Name: _____

Date: _____

Backup Custodian Signature: _____

Backup Custodian Name: _____

Date: _____

Backup Custodian Signature: _____

Backup Custodian Name: _____

Date: _____