

**Eastern Washington University
Treasury & Debt Management
Petty Cash Fund Personnel Change Form**

Please fill in the required information below to change the personnel of a 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: _____

Personnel to Change (Check all that apply):

- ☐ Administrative Supervisor
☐ Custodian
☐ Backup Custodian

Balance Verification (Current personnel):

Cash on Hand: \$ _____

Receipts: \$ _____

Reimbursements in Process: \$ _____

Balance Total: \$ _____

Balance Verification (New personnel):

Cash on Hand: \$ _____

Receipts: \$ _____

Reimbursements in Process: \$ _____

Balance Total: \$ _____

Admin. Supervisor Signature: _____

Admin. Supervisor Name: _____

Date: _____

Admin. Supervisor Signature: _____

Admin. Supervisor Name: _____

Date: _____

Custodian Signature: _____

Custodian Name: _____

Date: _____

Custodian Signature: _____

Custodian Name: _____

Date: _____

Backup Custodian Signature: _____

Backup Custodian Name: _____

Date: _____

Backup Custodian Signature: _____

Backup Custodian Name: _____

Date: _____