

**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](mailto: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: \$ \_\_\_\_\_

Balance Verification (New personnel):

Cash on Hand: \$ \_\_\_\_\_

Receipts: \$ \_\_\_\_\_

Receipts: \$ \_\_\_\_\_

Reimbursements in Process: \$ \_\_\_\_\_

Reimbursements in Process: \$ \_\_\_\_\_

**Balance Total:** \$ \_\_\_\_\_

**Balance Total:** \$ \_\_\_\_\_

Admin. Supervisor Signature: \_\_\_\_\_

Admin. Supervisor Signature: \_\_\_\_\_

Admin. Supervisor Name: \_\_\_\_\_

Admin. Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Custodian Name: \_\_\_\_\_

Custodian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Backup Custodian Signature: \_\_\_\_\_

Backup Custodian Signature: \_\_\_\_\_

Backup Custodian Name: \_\_\_\_\_

Backup Custodian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_