Petty Cash Change of Custodian Form

Accountability for a petty cash fund should be assigned to one employee, designated as the fund custodian. The fund custodian is responsible for maintaining the fund in a safe manner, distributing cash to others upon request, obtaining supporting documents for disbursements made, and maintaining petty cash receipts in numerical order.

The fund custodian will be reimbursed by Purchasing and Payment Services for amounts paid out of the petty cash fund. Upon presentation of documents for reimbursement through ePayment, a check payable to the custodian is issued to bring the fund back to its original amount.

Petty Cash Account #   _____
Requested By   _____
Requested Date   _____
Department Name   _____

PRESENT CUSTODIAN CERTIFICATION

I currently have the following combination of cash and receipts totaling the amount authorized for my petty cash fund.

Cash on hand	$ _____	**Print Name**	_____
Amount in receipts	$ _____	**Campus Tel #**	_____
Total of Cash & Receipts	$ _____	**Sign & Date**	_____

NEW CUSTODIAN CERTIFICATION

Please review the policies and procedures for Petty Cash Funds located on the University of Chicago, Financial Services web site: (http://finserv.uchicago.edu/accounting/general/cash.shtml) By signing below, you have accepted all responsibilities of becoming the Custodian of the fore mentioned petty cash/revolving account fund.

Cash on hand	$ _____	**Print Name**	_____
Amount in receipts	$ _____	**Campus Tel #**	_____
Total of Cash & Receipts	$ _____	**Sign & Date**	_____

Please provide the following information for petty cash reimbursements (Note: This should agree to all future ePayment petty cash reimbursement requests. Checks must be mailed as campus pickup is no longer an option).

Mailing Address _____

DEPARTMENTAL AUTHORIZATION

_____   _____
Print Executive/Financial Administrator Name   **Executive/Financial Administrator Signature**

Please return completed form to cash-management@uchicago.edu.