# Petty Cash or Change Fund Authorization Form

**Department Name:**

<table>
<thead>
<tr>
<th>New</th>
<th>Increase</th>
<th>Decrease</th>
<th>Closing</th>
<th>Change</th>
</tr>
</thead>
</table>

**This section used for a newly established fund, or an increase/Decrease of a current fund**

- **Custodian Name (First, Last):**
- **Signature:**
- **Petty Cash or Change Fund Amount $**
- **Date**

As the custodian, I accept responsibility of the fund amount listed below and by signing this form I am stating that I have read, understand and agree to the procedures specified in BUS49, P&P #200-72, and any specific campus policies and procedures concerning my responsibilities for safeguarding and disbursing cash.

**This section is used only if the fund is being closed ONLY.**

- **Control #**
- **Amount**
- **Signature**
- **Date

**This section is used only if a change in custodian has been made.**

- **Relinquishing Custodian Name (First, Last):**
- **Signature**
- **Date**

I have counted and relinquish my fund to the above new custodian.

- **Petty Cash or Change Fund Amount $**

**This section should be used in any occurrence; new, change, increase, decrease or closing of a fund.**

- **Department Head/Supervisor Name (First, Last):**
- **Signature**
- **Date**

- **Chief Financial Administrative Officer (First, Last):**
- **Signature**
- **Date**

- **ORG Chief Financial Administrative Officer (First, Last):** Signature not required if closing a fund
- **Signature**
- **Date**

Petty Cash or Change Fund Amount $________

The new custodian will use this form to accept responsibility. Department Heads need to sign this form and keep on file. Background required on all custodians, prior to approving. Unless the closing of a fund, then CFAO is acceptable.