

# University of California



## Petty Cash or Change Fund Authorization Form

Department Name: \_\_\_\_\_

New

Increase

Decrease

Closing

Change  
Custodian

New/Increase/Decrease

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

Custodian Name (First, Last) \_\_\_\_\_

**Signature**

**Date**

Petty Cash or Change Fund Amount \$ \_\_\_\_\_

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

Closed

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

DAF# \_\_\_\_\_

Amount \$ \_\_\_\_\_

**Signature**

**Date**

Change of Custodian

*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 \$ \_\_\_\_\_

Any Occurrence

*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**

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.