

# PETTY CASH /CHANGE FUND - CUSTODIAN CHANGE REQUEST

SUBMIT COMPLETED FORM TO: CASH HANDLING AND BANKING SERVICES  
140 UNIVERSITY HALL, #1111 OR [pettycash@berkeley.edu](mailto:pettycash@berkeley.edu)

FOR INFORMATION CONTACT: 643-9803 OR [pettycash@berkeley.edu](mailto:pettycash@berkeley.edu)

## Current Custodian Information

Name:	Employee ID #:
Address:	
Phone:	Email:

## New Custodian Information

Name:	Employee ID #:
Address:	
Phone:	Email:

## Department Information

Name:
Address:

## Current Fund Type *(Select one of the two fund types below)*

Petty Cash Fund  
*(Petty Cash Fund use must follow the guidelines and restrictions outlined in the Low Value Procurement Program at: <http://supplychain.berkeley.edu/buying/delegated-authority/lvpa-low-value-purchase-authorization>)*

Change Fund

## Fund Security

Describe how the funds will be secured using the guidelines below:

Classification	Security Requirement
Any	Funds cannot be used to open a separate bank account Fund access is limited to the petty cash custodian
Cash - \$200 to \$1,000	In a lockable receptacle
Cash - \$1,001 to \$2,500	In a safe
Cash - \$2,501 to \$25,000	In a steel-door safe, with a thickness of not less than 1 inch and wall thickness of not less than ½ inch

## New Custodian Background Check

Has a background check been conducted for this custodian? Yes  No

If no, explain why:

## Certification of New Custodian

By signing this form, I agree as the new Petty Cash Custodian to assume personal responsibility for the proper control, disbursement and accountability of Funds at all times and in compliance with University policy. I understand that I am responsible for:

- Making the Fund whole again should shortages occur
- Submitting a Petty Cash Custodian Change Request form when custody of the Fund is to be transferred
- Closing the Petty Cash account and returning monies when the Fund is no longer needed

I have verified that all currency, coin, and receipts match the original fund balance of \$ \_\_\_\_\_.

University Cash-Handling Policy BUS-49 (<http://policy.ucop.edu/doc/3420337/BFB-BUS-49>)

University Petty Cash Policy C-173-61 (<http://policy.ucop.edu/doc/3410203/AM-C173-61>)

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

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

## Director Level Approval

I authorize the above request to change Petty Cash Fund custodians. I understand that I am responsible for:

- Ensuring that the use of the Fund is in compliance with University policies applicable to the Fund type
- Confirming that an unannounced cash count and verification of the Fund is conducted at least quarterly by someone other than the Petty Cash Custodian
- Reporting any Fund shortages to Cash Handling and Banking Services

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

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

Title: \_\_\_\_\_

Email: \_\_\_\_\_

### Cash Handling and Banking Services Use

Original Fund Amount \$	Verified Fund Amount \$	Reference #
Change Fund		1-10110-69995-00800
Petty Cash Fund		1-10100-69995-00800

Approval:

Print	Signature	Title	Date
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