

PETTY CASH /CHANGE FUND - CUSTODIAN CHANGE REQUEST

SUBMIT COMPLETED FORM TO: CASH HANDLING AND BANKING SERVICES
2195 HEARST AVE ROOM 120, #1111 OR pettycash@berkeley.edu

FOR INFORMATION CONTACT: 510-643-9803 OR 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 <i>(Select one of the two fund types below)</i>	
<input type="checkbox"/> Petty Cash Fund	
<i>(Petty Cash Fund use must follow the guidelines and restrictions outlined in the Low Value Procurement Program at: http://businessservices.berkeley.edu/procurement/programs/lvpo)</i>	
<input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>	
<i>(It is a requirement per BUS-49, Section Policy IV.1, in order to have access to UC funds you need to have a background check with UCPD.)</i>	
Has this custodian completed the required Cash Handling Module 3: Petty Cash Policies and Procedures ecourse BECTR942? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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
- Understanding that a bank account cannot be opened with these funds, which would result in immediate request for closure of the fund
- 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, this is a loan and needs to be returned to Cash Handling and Banking Services

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

University Cash-Handling Policy BUS-49 (<http://www.ucop.edu/ucophome/policies/bfb/bus49.html>)

University Petty Cash Policy C-173-61 (<http://www.ucop.edu/ucophome/policies/acctman/c-173-61.pdf>)

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
Human Subject Fund		1-10120-69995-00800

Approval:

 Print Signature Title Date