



Use this form to transfer custodianship within an active petty cash fund. This form is in addition to an updated petty cash action form and statement of petty cash custodian's responsibility form.

PETTY CASH TRANSFER FORM

Petty Cash Control Number: _____

Date: _____

Department: _____

Fund/Cost Center/WBSE: _____

Relinquishing Custodian (transferring from)	
Name	
Email	
Phone	
SAP ID	

New Custodian (transferring to)	
Name	
Email	
Phone	
SAP ID	

Description of Transfer: _____ If checks, list check number range: _____

Total **Amount** of Transfer: _____

New Custodian:

I accept the responsibility of Petty Cash Fund Custodian and certify that I received the **amount** above. I have taken the Petty Cash Training course in Training Tracker and I agree to submit monthly reconciliations by the 15th of each month. I have also signed and submitted a Statement of Petty Cash Custodian's Responsibility form.

Signature

Date

Relinquishing Custodian:

I hereby relinquish custodial authority of this Petty Cash Fund and certify that the **amount** being transferred to the new custodian is equal to the amount above.

Signature

Date

Treasurer's Office Use Only

Treasurer's Office Authorization:

Signature

Date

Printed Name

Title