



Attachment V

Temporary Transfer of Custody of Petty Cash Fund

To be completed by official custodian:

Effective _____, custody of the _____
(Date) (Department)

Petty Cash Fund in the amount of \$ _____ will be _____

Temporarily transferred to _____, who will be
(Temporary Custodian)

responsible for the fund until _____.
(Ending Date)

Signed this _____ day of _____, 200__.

Official Custodian

Title

To be completed by Temporary Custodian:

I hereby acknowledge receipt of the _____ Petty
(Department)

Cash Fund in the amount of \$ _____ and I _____

accept responsibility to act as custodian until _____.
(Ending Date)

Signed this _____ day of _____, 200__.

Temporary Custodian

Approved: _____
Department Head

Dated

To be completed upon return of Fund to Official Custodian:

Fund returned on _____; acknowledged by _____.
(Date Returned) (Official Custodian Signature)

*Instructions: Department must maintain original of this document in its permanent files.
Send copy to Financial Affairs.*