Petty Cash Fund Transfer of Custodial Responsibilities

Petty Cash Site Fund
Location: _______________________________   Effective Date: _________________
Amount  $ _____________________________
Chartfield: _______________________________   Reference No. _________________
   (Budget Office use only)

Former Custodian: _________________________________   ______________________________
   PRINT NAME         SIGNATURE

New Custodian: _________________________________   ______________________________
   PRINT NAME         SIGNATURE

Your signature indicates that you:
1. have confirmed the amount above
2. have acknowledged that the individual receiving the fund is authorized to manage the fund, and
3. understand that the site fund is subject to routine audits by the Office of Budget & Business Services and NYU Internal Audit Dept.

New Custodian
Approval:   _________________________________   _______________________________
   PRINT NAME         SIGNATURE

Your signature indicates that you:
1. have witnessed the transfer of the above funds,
2. have acknowledged that the individual receiving the fund is authorized to manage the fund, and
3. understand that the site fund is subject to routine audits by the Office of Budget & Business Services and NYU Internal Audit Dept.

Fiscal Officer
Approval:   _________________________________   _______________________________   ____________
   PRINT NAME         SIGNATURE         DATE