

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*