**Change of Custody of Funds**

The funds listed below cannot be identified as belonging to (printed department name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and are remitted to the University Bursar’s Office for identification, processing, and deposit. I certify the funds were received on the date(s) noted below.

This form must accompany funds taken to the Customer Service area of the University Bursar’s Office. The ‘Change of Custody of Funds’ form will be date stamped received, copied with the original, and returned to the department representative. The Bursar’s Office will assume responsibility for identifying and posting these payments.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date received | Check number | Maker of check | Amount |
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|  |  | Total of funds received: |  |

Retain a copy of this form for your records and audit purposes.