PETTY CASH CHANGE OF CUSTODIAN FORM

**Current Custodian**

Virginia Tech ID #: ______________________

Custodian Name: ____________________________ (please print)

Custodian Signature: ________________________ Date: _______________

**New Custodian**

Virginia Tech ID #: ______________________

Custodian Name: ____________________________ (please print)

Custodian Signature: ________________________ Date: _______________

**Petty Cash Change Fund Information**

Fund Amount $_______________ Document # __________ Banner Fund # _____________ Org # __________

Fund Amount $_______________ Document # __________ Banner Fund # _____________ Org # __________

Fund Amount $_______________ Document # __________ Banner Fund # _____________ Org # __________

**Authorized Departmental Approval** (must be on signature card for the above Banner fund)

Departmental Name: ______________________________ (please print) phone # ____________

Authorized Departmental Signature: __________________________ Date: ______________

By signing, each party affirms that they have verified the petty cash change fund total(s) are correct and agree to the total(s) listed above. The individual designated as the new custodian has read and understands the university procedures regarding petty cash funds.

Please return the completed form to the Bursar’s office at the address above for processing.

Rev. May 06