



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