

**PETTY CASH CHANGE OF  
CUSTODIAN FORM**

Office of University Bursar  
800 Washington St SW (0143)  
Student Services Building, Suite 150  
Blacksburg, Virginia 24061  
P: (540) 231-6277 F: (540) 231-3238  
bursar@vt.edu

**Current Custodian**

Virginia Tech ID #: \_\_\_\_\_

Custodian Name: (please print) \_\_\_\_\_

**By signing, I affirm that I have verified the petty cash fund total(s) are correct and agree to the total(s) listed below.**

Current Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**New Custodian**

Virginia Tech ID #: \_\_\_\_\_

Custodian Name (please print): \_\_\_\_\_

**By signing, I understand and agree to the following:**

- This petty cash fund will be recorded in an account in my name with the Bursar's Office.
- I am responsible for full compliance with all University policy and procedures relating to petty cash. See Petty Cash Change and Disbursement Procedures and the Funds Handling Guidelines and Procedures at <https://www.bursar.vt.edu/employees.html>.
- For disbursement petty cash funds, it is my responsibility to complete the petty cash reimbursement request every 120 days in order to reimburse the petty cash fund promptly and in full by the due date.
- I authorize this disbursement fund amount to be deducted in full from my paycheck should repayment not be made within 60 days of the due date indicated on the statement sent from the Bursar's Office.
- If this disbursement fund is not reimbursed prior to my leaving employment with Virginia Tech, I agree to have the amount of the funds withheld from my final paycheck or leave check.
- If my account becomes delinquent and is turned over to a collection agency, I agree to pay collection costs, attorney's fees, and court costs associated with the collection of the fund.
- If I am no longer affiliated with the University as a graduate student, faculty, or staff member, I will return the fund to the university immediately.
- Any fund amount deducted from my paycheck could result in forfeiture of my privilege to use petty cash funds in the future.
- I am not eligible to be a fund custodian if I owe the university any past due monies.

New Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Petty Cash Change Fund Information**

Fund Amount \$ \_\_\_\_\_ Banner Fund # \_\_\_\_\_ Org # \_\_\_\_\_

Fund Amount \$ \_\_\_\_\_ Banner Fund # \_\_\_\_\_ Org # \_\_\_\_\_

Fund Amount \$ \_\_\_\_\_ Banner Fund # \_\_\_\_\_ Org # \_\_\_\_\_

**Departmental Approval (must be authorized approver for the above Banner fund)**

Approver's Name (please print): \_\_\_\_\_ office phone # \_\_\_\_\_

Authorized Departmental Signature: \_\_\_\_\_ Date: \_\_\_\_\_