



PETTY CASH / CHANGE FUND CUSTODY

To be completed by the General Accounting Manager

I authorize the cashier's office to issue cash to:

Name of Petty Custodian

at extension _____ in the amount of \$_____.

General Accounting Manager Signature

Date

To be completed by the Cashier's Office and the Petty Cash Custodian

This is to certify that \$_____ has been transferred over and received by the petty cash custodian.

Cashier's Office Signature

Date

Petty Cash Custodian Signature

Department

Date