

Request to Change Custodianship of Petty Cash Fund

New Custodian: _____

Previous Custodian: _____

Department: _____

Amount of Fund: _____

Date of Request: _____

Type of Fund: _____

A petty cash fund reconciliation performed as of this date has been attached to this form.

I acknowledge that I have been informed of the responsibilities involved in controlling a petty cash fund. I have read the policies and procedures regarding petty cash funds and agree to carry out the duties of custodian.

I acknowledge that I am personally liable for these funds and promise to pay upon demand to The Trustees of Hamilton College the amount listed above.

Approvals:

Signature of Custodian

Department Head

Business Office