# Request for a Change in Custodian

Please complete this form when there is a change in Custodian for either the petty cash fund or change fund. Send completed form to Gloria Pageau, Finance-ECH.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Fund: $</td>
<td>Building &amp; Room Location:</td>
</tr>
<tr>
<td>Name of Custodian on Record:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Fund:** [Petty Cash](#) or [Change Fund](#) (Please circle one).

Please fill in the department’s account flex field below:

**Department AFF:** _______ - 100 - 100 - 0000 - 000000 - _______ - 0000 - 000

I hereby agree that I have read and understand the Petty Cash or Change Fund Procedures located on the Finance website.

**Name of New Custodian & Phone Ext.** (please print)

**Signature of New Custodian**

**Name of Approver & Phone Ext.** (please print)

**Signature of Approver**

(Dean, Chair/Director or Department Head)

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**Finance Use Only:**

Gloria Pageau, Financial Reporting  
Date Approved

Payables Accounting Analyst  
Date System Updated