



Petty Cash Administrator / Custodian Change Notification	
Present	
Administrator Name:	Custodian Name:
Amount of Cash Float:	
New	
Administrator Name:	Custodian Name:
Amount of Cash Float:	
We have a new petty cash Administrator / Custodian for our department. Please accept reimbursement request for the new Administrator / Custodian as detailed above.	
Department	Effective Date
Custodian (Signature)	Custodian (Print)
Administrator (Signature)	Administrator (Print)
Financial Services Approval:	Date:
Request for Increase / Decrease in amount of float	
Administrator Name:	Custodian Name:
Current Amount:	New Amount Requested:
We are requesting a increase / decrease in our petty cash fund as outlined above.	
Department	Effective Date
Custodian (Signature)	Custodian (Print)
Administrator (Signature)	Administrator (Print)
Financial Services Approval:	Date:

Please send completed form to Financial Services