PRINT CLEAR

California State University Los Angeles
University Auxiliary Services, Inc.

PETTY CASH CHANGE FUND/CUSTODIAN FORM

☐ Requesting Petty Cash Fund Increase or Decrease (please circle one)

Fund Amount: $ _____ $ _____ $ _____
Initial funds Increase/(decrease) total funds

Reason for Increase/Decrease : _____

_____

_____

☐ Requesting Petty Cash Fund Change in Custodian

Change from Former Custodian : _____

Change to New Custodian: _____

☐ Requesting for Closing Petty Cash Fund

If a fund is no longer requires, this fund must be closed by depositing the cash. Return this form along with a deposit transmittal form using account code 101900 to the UAS Financial Services, GEH314.

I, _____ accept the above stated petty cash fund with the understanding that I am personally responsible for the proper safekeeping and use of said funds. It further understanding that I will be personally liable for all shortages and losses. I understand a reconciliation and verification of the petty cash fund should be maintained on a regular basis.

Signature of Custodian

_____ Date _____

Department/Project Authorized Signer

_____ Date _____

Director of Financial Services

_____ Date _____