



Return to:
Controller's Office, University Accounting
33 Knightsbridge Road, Piscataway, NJ 08854
Email: pettycash@finance.rutgers.edu

Petty Cash/Change Fund Transfer Form

This is a request to transfer custodianship for the Petty Cash/Change Fund

Effective Date of Transfer: _____

Petty Cash Fund Amount: _____

Physical status of petty cash amount being transferred

Cash Total: \$ _____ Receipt Total: \$ _____

Current Custodian Printed Name (as it appears on Payroll) _____

Current Custodian Signature _____ (must be actual signature)

Employee Number: _____

Department Name: _____

Petty Cash Fund Name: _____

UDOLFB _____

Current Physical Location _____

New Custodian Printed Name (as it appears on Payroll) _____

New Custodian Signature _____ (must be actual signature)

Employee Number: _____

Department Name: _____

Petty Cash Fund Name: _____

UDOLFB _____

New Physical Location _____

Approval:

_____ Date _____

(Signature of Department Head or Authorized Supervisor of the Custodian)

Printed Name _____