



**PETTY CASH/CHANGE FUND REASSIGNMENT**

I, \_\_\_\_\_, hereby request that my Petty Cash/Change Fund be signed over to \_\_\_\_\_ . He/She will be the new custodian of the funds assigned to:

Cost Center							
Activity Nbr.:		Cost PID:		Task:		Budget Ref.:	
Optional fields, use if applicable:							
<b>Cost PID</b> - To track expenses related to faculty allocations.							
<b>Task</b> - To track expenses that have a similar purpose as assigned, for example Critical Investments.							
<b>Budget Ref</b> - To track specific years for Financial Aid and COM only.							

PRIOR CUSTODIAN’S NAME: (please print) \_\_\_\_\_

PANTHER ID: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DEPARTMENT NAME: \_\_\_\_\_

ACTIVITY NUMBER: \_\_\_\_\_

I, \_\_\_\_\_, hereby accept the custodianship of the Petty Cash/Change Fund, in the amount of \$\_\_\_\_\_. (The new custodian must fill out a new “Petty Cash/Change Fund Custodian Acknowledgement” form as soon as the funds are transferred).

NEW CUSTODIAN’S NAME: (please print) \_\_\_\_\_

PANTHER ID: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DEPARTMENT NAME: \_\_\_\_\_

Cost Center							
Activity Nbr.:		Cost PID:		Task:		Budget Ref.:	
Optional fields, use if applicable:							
<b>Cost PID</b> - To track expenses related to faculty allocations.							
<b>Task</b> - To track expenses that have a similar purpose as assigned, for example Critical Investments.							
<b>Budget Ref</b> - To track specific years for Financial Aid and COM only.							

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**Return original to Student Financials Office, MMC, PC 120 Attention: Emily Burt**