

**CHANGE IN CUSTODIAN**

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**REQUEST** To transfer custody of a Permanent Petty Cash and/or Change Fund

**FUNDING & AMOUNT** This fund is for Index # \_\_\_\_\_ for the Department of \_\_\_\_\_,  
Fund # \_\_\_\_\_, in the amount of \$ \_\_\_\_\_. The name of the fund is:  
\_\_\_\_\_

**SECURITY** The fund is located in (building) \_\_\_\_\_, Room # \_\_\_\_\_ in (city) \_\_\_\_\_.  
The funds are secured in \_\_\_\_\_.

**ACCESS** The person currently charged with custody of these funds is:

\_\_\_\_\_  
Name Title

The new person charged with custody of these funds will be:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title Phone

**PURPOSE** The purpose of this fund is: \_\_\_\_\_  
\_\_\_\_\_

**APPROVED** \_\_\_\_\_  
Department Head Signature Title

**APPROVED** \_\_\_\_\_  
University Business Services Signature Title

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I hereby acknowledge receipt of \$ \_\_\_\_\_ from the current custodian for use as an authorized Permanent Petty Cash and/or Change Fund and understand that I am personally responsible for the safekeeping and use of these funds in accordance with established University policy. I have received a copy of the policies and procedures governing the use of these funds. I will return these funds to University Business Services when there is no longer a need for them.

\_\_\_\_\_  
Custodian Signature Title Date

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The funds, as authorized, in the amount of \$ \_\_\_\_\_ have been returned to University Business Services and \_\_\_\_\_ is hereby released from further responsibility as fund custodian.

\_\_\_\_\_  
University Business Services Signature Title Date

Forward this completed form to [UBSHelp@montana.edu](mailto:UBSHelp@montana.edu).