



DIVISION OF FINANCIAL AND BUSINESS SERVICES  
BANK RECONCILIATIONS  
**CHANGE OF CUSTODIAN REQUEST**

Complete the form below to request a Change of Custodian for a university petty cash account. Return your completed request form to the attention of Bank Reconciliations at MC 8012.

**CURRENT CUSTODIAN INFORMATION**

Name of Current Custodian:	
Date Petty Cash Account Was Opened:	
Department:	
Designated Account Number:	
Name of Senior Business Officer:	

PROOF OF CURRENT ACCOUNT BALANCE (Must be completed by custodian (or SBO if custodian is no longer employed by USC).)

Cash on Hand:	\$
Coins:	\$
Amount in Receipts:	\$
<u>Total Amount:</u>	\$

As the current custodian, I declare the above information is true and correct. I relinquish my responsibility for the petty cash account to the new custodian listed below.

\_\_\_\_\_  
Current Custodian Signature

\_\_\_\_\_  
Date

**NEW CUSTODIAN INFORMATION**

Name of New Custodian:	
USC ID:	

As the new custodian, I agree that I received the total cash and receipts listed above. I have read and agree to follow the USC Expenditures Policies and Procedures concerning my responsibility for safeguarding and disbursing cash from the petty cash fund.

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Custodian (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Business Officer Approval Signature

\_\_\_\_\_  
Senior Business Officer (Print)

\_\_\_\_\_  
Date