

# THE UNIVERSITY OF ALABAMA

## Transfer of Change Fund to A New Custodian

Requesting Department \_\_\_\_\_ Date of request \_\_\_\_\_

Is this request for a permanent  or a temporary  change? Beg date \_\_\_\_\_ End date \_\_\_\_\_ (If temporary)

Reason for Request: \_\_\_\_\_

### Change Fund Accountability

Amount of authorized change fund: \$ \_\_\_\_\_

Funds on hand:

# of Coins	Dollar Amount	# of Bills	Dollar Amount
.01 _____	_____	\$1 _____	_____
.05 _____	_____	\$5 _____	_____
.10 _____	_____	\$10 _____	_____
.25 _____	_____	\$20 _____	_____

Total funds on hand \_\_\_\_\_

Difference in Authorized Change Fund and Funds on Hand \$ \_\_\_\_\_

FOAP to which change fund over/short amounts are to be recorded \_\_\_\_\_

### Acknowledgement of transfer of funds

I certify as the current custodian that I have the above balance of cash on hand in my change fund to transfer to the new custodian.

Current Custodian Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify as the new custodian that I have the above balance of cash on hand in my change fund to transfer to the new custodian.

New Custodian Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approving Official Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_