



PETTY CASH CUSTODIAN FORM

Requesting Petty Cash Funds - If requesting initial or increase in Petty Cash Funds, please also complete a disbursement voucher for petty cash amount.

Transfer Custodianship

Former Custodian's name: _____

Periodic Acknowledgment of Petty Cash Funds per Petty Cash Policy

(New) Custodian's Name: _____

E-Mail / Contact #: _____

Project Name: _____

Project Number: _____

Fund Amount: _____ _____ _____
 initial funds increase/(decrease) total funds

As a custodian, I hereby acknowledge the responsibility of _____ in Petty Cash Funds, located at _____.

I understand that if a change in custodian takes place, I am responsible for immediately returning the Petty Cash Funds intact to Foundation Financial Services.

Petty Cash Custodian's Signature: _____

Date: _____

Project Authorized Signature: _____

Date: _____

Foundation Financial Services Approval: _____

Date: _____

**If you have any questions, please contact (909) 869 – 2909
Address: 3801 W. Temple Ave. Bldg. 55 Pomona, CA 91768**