



Bowling Green State University

Attachment C

Bowling Green State University
TRANSFER OF CUSTODIAL RESPONSIBILITIES

Petty Cash: _____ Change Fund: _____

Department: _____

I hereby certify that I am no longer responsible for the above reference account.

VERIFICATION OF ACCOUNT:

Total amount of authorized fund \$ _____ (1)
Cash on hand \$ _____ (2)
Receipts (Petty Cash Only) \$ _____ (3)
Total of items (2) and (3) \$ _____ (4)

Date _____ Custodian Signature _____
Date _____ Budget Administrator Signature _____

I hereby certify that I accept responsibility for the above referenced account. I have read the PETTY CASH FUND AND CHANGE FUND PROCEDURES for administering Petty Cash or Change Funds. I acknowledge my responsibility for the above amount of money until it is personally returned by me to the Business Office. I also understand I may be held personally responsible for shortages as outlined in the PETTY CASH FUND AND CHANGE FUND PROCEDURES.

VERIFICATION OF FUNDS RECEIVED:

Cash on hand \$ _____ (5)
Receipts (Petty Cash Only) \$ _____ (6)
Total of items (5) and (6) \$ _____ (7)
(Should equal item (1)—If does not balance, an explanation must be attached.)

Date _____
BUSINESS OFFICE
PCCF1/95

ORIGINAL COPY MUST BE SENT TO THE