

Petty Cash Transfer Form

Date: _____

Petty Cash Fund Vendor Number: _____

Previous Custodian (Printed): _____

New Custodian (Printed): _____

Petty Cash Fund Amount: \$ _____

This certifies that I am receiving \$ _____ funds in cash, and the following reimbursable receipts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have read Fiscal Policy 1402-10 (Petty Cash Fund Policy) and http://oregonstate.edu/fa/businessaffairs/accountspayable/visa_prohibited_uses.php, The VISA Prohibited Items List, and understand that by signing this form, I agree to become fully responsible for the cash and listed receipts of this Petty Cash Fund and to follow and adhere to the guidelines stated in said Policies.

I accept the responsibility of Petty Cash Fund Custodian and certify that the cash and reimbursable receipts listed herein reconcile to the required Petty Cash Fund Amount:

New Petty Cash Custodian (Sign/Print)

I hereby relinquish Custodial authority of this Petty Cash Fund and certify that the cash and reimbursable receipts listed herein reconcile to the required Petty Cash Fund Amount:

Not Available
Relinquishing Petty Cash Fund Custodian (Sign/Print)