



# Cash Fund Person Change

**ROUTING**  
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**Purpose** - To account for cash fund custodian/responsible person change each time a change fund is assigned to a new fund custodian and/or responsible person. Please review the Business Procedure Manual (BPM) at <https://af.nmsu.edu/bpm/> for policies and procedures affecting cash fund custodian/responsible person changes.

## SECTION 1: REQUESTOR INFORMATION

Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Department Name: \_\_\_\_\_ MSC: \_\_\_\_\_ Request Date (mm/dd/yyyy): \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

Total Cash Fund: \$ \_\_\_\_\_

Requested Change:

- Fund Custodian (Person responsible for Fund on a Daily Basis)
- Responsible Person (Supervisor of Person Responsible for Fund)

Fund Type Being Changed:

- Petty Cash Fund – for incidental minor departmental purchases
- Temporary Change Fund – for providing change for an occasional event
- Permanent Change Fund – for providing change for on-going daily operations

Obligation of this cash fund is being released from:  Custodian  Responsible Person

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Obligation of this cash fund is being assigned to:  Custodian  Responsible Person

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

This transfer has been witnessed by:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## SECTION 3: OFFICIAL APPROVAL

### Responsible Person / Department Head

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Bursar / Designee

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_