



Cash Fund Person Change

ROUTING
UAR, MSC 4570
uar@nmsu.edu
Phone 646-4911
Fax 646-7773

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: _____