ADMINISTRATION & FINANCE *Business Office*



Date:			
TO:	Comptroller		
FROM:			
SUBJECT:	Change of Petty Cash Fund	Custodian (Form A	CCTG-03)
This is to advi	se you that the custodian for	(De	partment Name)
	nd has been changed. The ne		
and the new a	alternate custodian is	(Nama)	(Phone)
vve certify tha	t at the time of transfer the fu	nd was counted and	reconciled and the
authorized an	nount of \$(Amount)	_ was properly acco	ounted for.
Outgoing Petty	Cash Custodian Signature		
New Petty Cas	h Custodian Signature	New Alternate F	etty Cash Custodian Signature
******	*******DO NOT V	VRITE BELOW THI	S LINE************************************
Approved	Disapproved		
Comptroller			

T: +1 671.735.2911/2908 F: +1 671.734.2907 W: www.uog.edu Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96923