



MEMO TO: Comptroller

FROM:

DATE:

SUBJECT: Change of Petty Cash Fund Custodian (Form ACCTG-03)

This is to advise you that the custodian for \_\_\_\_\_  
(Department)  
Petty cash fund has been changed. The new custodian is \_\_\_\_\_,  
(Name)  
and the new alternate custodian is \_\_\_\_\_, \_\_\_\_\_.  
(Name) (Contact no)

We certify that at the time of transfer, the fund was counted and reconciled and the  
Authorized amount of \$ \_\_\_\_\_ was properly accounted for.

\_\_\_\_\_  
Outgoing Petty Cash Custodian Signature

\_\_\_\_\_  
New Petty Cash Custodian Signature

\_\_\_\_\_  
New Alternate Petty Cash Custodian Signature

\_\_\_\_\_  
Dean/Department Head Signature

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DO NOT WRITE BELOW THIS LINE

Received by:

\_\_\_\_\_  
Comptroller

\_\_\_\_\_  
Date

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