



12345 El Monte Road
Los Altos Hills, CA 94022

Foothill College
De Anza College

CUSTODIAN FORM

This form is used to establish a new custody of petty cash or change funds.

Date: _____

Amount: _____

Type of Fund: _____

NEW CUSTODIAN:

As the newly authorized custodian of the Petty Cash/Change Fund listed above, I hereby accept transfer of custody of this fund. I understand that I am personally responsible for the dollar amount authorized in this fund and for compliance with the required procedures of administering this fund.

(Signature) (Print Name) (Date)

ADMINISTRATOR:

As the supervisor of the New Custodian, I confirm that there was proper transfer of the fund listed above between the previously Authorized Custodian and the New Custodian, the fund amount transferred is accurate, and it was counted in dual custody at the time of the transfer.

(Signature) (Print Name) (Date)

Forward this form, with original signatures, to the District Controller's