



12345 El Monte Road  
Los Altos Hills, CA 94022

Foothill College  
De Anza College

### CHANGE OF CUSTODIAN FORM

This form is used to transfer custody of petty cash or change funds from one custodian to another custodian, or to return custody of these funds back to District Accounting.

Date of Transfer: \_\_\_\_\_

Amount Transferred: \_\_\_\_\_

Type of Fund: \_\_\_\_\_

#### AUTHORIZED CUSTODIAN:

As the authorized custodian of the Petty Cash/Change Fund listed above, I hereby transfer custody of this fund to the New Custodian. I acknowledge that I am personally responsible for the dollar amount authorized in this fund up to the date of transfer to another authorized custodian, or to the authorized representative in the District Accounting Office, and that subsequent responsibility for custody of the fund rests with the New Custodian.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

#### 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 Office.