

# CHANGE OF CUSTODIAN FORM

## \*\*\*Change Fund\*\*\*

Los Lunas Schools Change Fund policy requires that any change in custody of an existing fund must be documented in writing and the amount of the transfer verified. The present Custodian and New Custodian along with the Site Supervisor must verify that the funds are correct.

As the **PRESENT CUSTODIAN**, I currently have the following cash on hand, totaling the amount authorized for my petty cash/change fund: \$ \_\_\_\_\_

Name \_\_\_\_\_

Site \_\_\_\_\_

\_\_\_\_\_  
Signature of Present Custodian

\_\_\_\_\_  
Date

As the **NEW CUSTODIAN**, I agree that I received total cash in the amount of \$ \_\_\_\_\_ on \_\_\_\_\_ (date). I understand and agree to follow Los Lunas Schools Change Fund procedures.

Name \_\_\_\_\_

Site \_\_\_\_\_

\_\_\_\_\_  
Signature of New Custodian

\_\_\_\_\_  
Date

### SUPERVISOR APPROVAL

Name \_\_\_\_\_

Site \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### ACCOUNTING APPROVAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date