

**SOUTHEAST MISSOURI STATE UNIVERSITY
CHANGE OF CUSTODIAN
PETTY CASH/CHANGE FUND**

I hereby relinquish responsibility and all custodial rights to the change fund/petty cash fund referred to below at Southeast Missouri State University.

Fund Name _____
Amount _____
Prior Custodian (print) _____
Signature _____
Date _____

I hereby accept responsibility and all custodial rights to the change fund/petty cash fund referred to below at Southeast Missouri State University.

Fund Name _____
Amount _____
New Custodian (print) _____
Signature _____
Date _____

Please mail back to Accounting Services (MS3200)
If you have any questions, please call Brenda Lewis 986-6425.