

**City of Newport News
Department of Finance**



MEMO TO: Finance Director
FROM:
DATE:
SUBJECT: Request to Transfer Custodianship of a Petty Cash Fund

I request a transfer of custodianship of the Petty Cash Fund for _____
(Department Name)
from the current custodian _____, _____.
(Name) (Phone #)

If approved, I certify that the petty cash fund will be operated and maintained by the new designated
fund custodian _____, _____ or the designated alternate
(Name) (Phone #)
custodian acting in his/her absence _____, _____. The cash
(Name) (Phone #)
and records for this fund will be located in _____.
(Building and room)

The funds and records will be available for any scheduled and/or unannounced audit.

Petty Cash Custodian Signature

Department Head Signature

DO NOT WRITE BELOW THIS LINE

Approved _____
Finance Director

Date