



NORTHWESTERN UNIVERSITY

Accounting Services
619 Clark Street
Evanston, Illinois 60208

Transfer of Petty Cash Fund Accountability

To: Accounting Services
619 Clark Street
Evanston Campus
Date of Transfer: _____

From: Custodian (printed) _____

Dept. & School _____

Fund Name _____

Chart String # _____

The Petty Cash Fund of this department in the amount of \$_____ is
being transferred to a new custodian. The fund has been counted and receipts
and cash totaling \$_____ have been turned over to the new
custodian.

Transfer by Former Custodian:

(signed) _____

(printed) _____

Phone #

Received by New Custodian:

(signed) _____

(printed) _____

Phone #

Approved by Supervisor:

(signed) _____

(printed) _____

Phone #