



Transfer Of Working Fund Accountability

To: Accounting Services
Unit 5737

Date of Transfer: _____

From: Custodian (printed) _____

Department _____

Account Name: _____

FAMIS Account # _____

The Change Fund of this department in the amount of \$_____ is
being transferred to a new custodian. The fund has been counted, cash totaling
\$_____ has 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 #