

**The University of Texas at Austin  
Changes to Petty Cash Funds**

Return form to: *Cash Management  
Office of Accounting  
MAI 132 / K5300*

**Mark One:** Change Fund   
Imprest Fund  Imprest Fund ID: \_\_\_\_\_

*Make changes below*

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**Update Responsible Person:**

From: \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_  
To: \_\_\_\_\_

**Update Custodians:**

From: \_\_\_\_\_ Rm# \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Receipt:** *(Signed by custodians receiving custody of the funds)*

Department: \_\_\_\_\_  
Fund Amount: \_\_\_\_\_  
Received From: \_\_\_\_\_

*I have counted and accept custody of the above referenced petty cash fund.*

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Change in Fund Location**

From: \_\_\_\_\_  
To: \_\_\_\_\_

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**Above Changes Approved By:**

Responsible Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address/Mail Code: \_\_\_\_\_