

**CENTRAL NEW MEXICO COMMUNITY COLLEGE**

**PETTY CASH/CHANGE FUND AUTHORIZATION FORM**

CHECK ONE : ( ) PETTY CASH ( ) CHANGE FUND

CHECK ONE : ( ) ESTABLISH ( ) INCREASE ( ) DECREASE ( ) TRANSFER ( ) OTHER \_\_\_\_\_

\$ \_\_\_\_\_ +/- \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
CURRENT FUND AMOUNT      AMOUNT OF INCREASE/DECREASE      PROPOSED FUND AMOUNT

\_\_\_\_\_  
CUSTODIAN'S NAME

\_\_\_\_\_  
DEPARTMENT NAME

\_\_\_\_\_  
BACK UP CUSTODIAN'S NAME

\_\_\_\_\_  
PREVIOUS CUSTODIAN'S NAME (If Transfer)

\_\_\_\_\_  
CONTROL AGENT'S SIGNATURE

\_\_\_\_\_  
DATE

Please attach a memo explaining the need to establish, increase, decrease or transfer funds. In the case of a transfer of funds please indicate the current and previous custodians' names.

**STATEMENT OF RESPONSIBILITY**

This is to certify that I the custodian, \_\_\_\_\_ ID# \_\_\_\_\_  
and I the backup custodian, \_\_\_\_\_ ID# \_\_\_\_\_  
have received \$ \_\_\_\_\_ in cash/vouchers from Central New Mexico Community College  
to be used as Petty Cash /Change Fund (Circle One) . Upon my termination as custodian, I will account for the entire  
fund to the Business Office. I have read and understand the policies and procedures relating to Petty Cash/Change Funds  
and I agree to abide by them.  
Were funds transferred from another custodian? ( ) Yes ( ) No  
(If the answer is "Yes" to the above question you must verify the cash count before signing below.)

\_\_\_\_\_  
CUSTODIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BACKUP CUSTODIAN'S SIGNATURE

\_\_\_\_\_  
DATE

**For Business Office Use Only**

\$ \_\_\_\_\_  
AUTHORIZED FUND AMOUNT

\_\_\_\_\_  
COST ACCOUNT

\_\_\_\_\_  
DATE POSTED TO GENERAL LEDGER

\_\_\_\_\_  
CUSTODIAN'S VENDOR NUMBER

APPROVED BY \_\_\_\_\_  
MARTIN SERNA, COMPTROLLER

\_\_\_\_\_  
DATE