



TRANSFER OF PETTY CASH MEMORANDUM

To: Disbursements Office
Gables One Tower #750
LOC: 2979 Coral Gables Campus
email: disbursements@miami.edu

I certify that the Petty Cash Fund of which I was the Custodian has been transferred to

_____, in the amount of \$_____.
NAME OF NEW CUSTODIAN

PRINT NAME OF OLD CUSTODIAN

SIGNATURE OF OLD CUSTODIAN

(Today's Date)

NEW CUSTODIAN CERTIFICATION:

I certify that I am now the Custodian of the transferred Petty Cash Fund in the amount of \$_____.

PRINT NAME OF NEW CUSTODIAN

SIGNATURE OF NEW CUSTODIAN

(Today's Date)