

PETTY CASH PERSONNEL MODIFICATION FORM



BROWN

INSTRUCTIONS:

USE THIS FORM TO:

CHANGE THE EXISTING COST CENTER MANAGER

CHANGE THE EXISTING RESPONSIBLE PERSON

CHANGE THE EXISTING DESIGNATED CUSTODIAN

Please complete this form, including the signature of the New Cost Center Manager for the requesting department. Scan and email the completed form to nichole_curley@brown.edu or andrew_sutherland@brown.edu for tracking and internal audit purposes.

Please retain a copy of the form for your own records.

Type of Request: _____

Brown Cost Center Number
and Description _____

Old Cost Center Manager: _____

Phone Number and Email: _____

Old Responsible Person
and their Work Day Role: _____

Old Designated Custodian
and their Work Day Role: _____

New Cost Center Manager: _____

Phone Number and Email: _____

New Responsible Person
and their Work Day Role: _____

New Designated Custodian
and their Work Day Role: _____

Cost Center Manager's signature indicates an acceptance of responsibility for the above described fund. Conditioned on the Cost Center Manager's continued adherence to Brown's **Petty Cash Policy**. Cost Center Manager is hereby authorized to expense said fund provided that expenditures are consistent with department's stated Purpose of Fund. Noncompliance with Petty Cash Policy will result in forfeiture of fund.

Cost Center Manager: _____

Date: _____