TO:  Patricia Romero  
General Accounting

Effective __________, custodianship of the __________ Change Fund No. __________ for
(Date) (Department) (Number)
the amount of $__________ will be temporarily transferred to ____________________________ ,
(Temporary Custodian)
who will be responsible for the fund until ____________________________ .
(Ending Date)

Custodian ____________________________
Title ____________________________

I hereby acknowledge receipt of the __________ Change Fund No. __________ in
(Department) (Number)
the amount of $__________ and I accept the responsibility to act as custodian until __________,
(Ending Date)
when the fund will be audited and returned to the official custodian.

Temporary Custodian Signature ____________________________
Title ____________________________
Date ____________________________

CFO Signature ____________________________

Approved ____________________________
R. Craig Squire  
Director, Corporate Accounting

Fund Returned ____________________________
(Official Custodian / Date)

INSTRUCTIONS: Send original form to the General Accounting address above, and it will be approved and returned. When the Official Custodian returns, mail the Temporary Transfer of Custody of Change Fund back to General Accounting.