

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 donna_summer_white@brown.edu for tracking and internal audit purposes.

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

Type of Request: Change Cost Center Manager Change Responsible Person Change Designated Custodian

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: _____