

# Columbia University Office of the Controller

## Petty Cash Administration Form – To Change a Petty Cash Custodian

**Petty Cash Fund #**

**School or Administrative Area**

**Dept Phone Number**

**Instructions:**

- 1) Complete each field below. Use a separate form for each Petty Cash fund.
- 2) Scan original signed form, along with any required attachments ([see Petty Cash Checklist](#)),
- 3) Email administration form to [pettycash@columbia.edu](mailto:pettycash@columbia.edu) for Morningside departments only. CUMC department requests should be submitted to CUMC Deputy Controller Raquel Marin-Oquendo [rm2698@cumc.columbia.edu](mailto:rm2698@cumc.columbia.edu) or Manager Internal Controls & Compliance -Christopher J. Cariello [cc3412@cumc.columbia.edu](mailto:cc3412@cumc.columbia.edu).
- 4) Please allow 2 weeks for processing.

**Name of New Custodian (Type in full name - must be full time officer or staff employee)**

**Title of New Custodian**

**UNI of New Custodian**

**Name of FORMER Custodian**

**FORMER Custodian AP Supplier ID**

**Department Number**

**Project # for Petty Cash Fund**  
(i.e. UR005896)

**Office Mailing Address**

**Dollar Amount of Fund**

**Segment**  
(i.e. 00000000)

**Location of the Petty Cash Fund**

**Additional Comments :**

**DAF Approval Signature (Dept head or PC designated DAF)**

**DAF UNI**

**Date**

**CUMC Office of the Controller Approval Signature (Required of all CUMC PC Funds ONLY.)**

**Date**