



## Oswego County Opportunities Petty Cash Responsibility Change Form

Permanent

Temporary

Department: \_\_\_\_\_

Site: \_\_\_\_\_

As of \_\_\_\_\_, responsibility for maintaining the petty cash account will

change from: \_\_\_\_\_

and change to: \_\_\_\_\_

(if temporary) for the period of \_\_\_\_\_ to \_\_\_\_\_

The present breakdown is:

Cash on hand: \_\_\_\_\_

Expenditures/Expenses: \_\_\_\_\_

Total Fund: \_\_\_\_\_

Signature

Date

Employee turning over petty cash \_\_\_\_\_

Employee accepting responsibility \_\_\_\_\_

Department Director \_\_\_\_\_

Internal Auditor \_\_\_\_\_