

**DEPARTMENT OF NATURAL RESOURCES
PETTY CASH DESIGNATION FORM**

Which action is being taken (select one):

Open a new Petty Cash account

Agency: _____

Amount: _____

Custodian: _____

Approver: _____

Close an existing Petty Cash account

Agency: _____

Amount: _____

Custodian: _____

Approver: _____

Change a Petty Cash Custodian

Current Custodian: _____

New Custodian: _____

Change a Petty Cash Approver

Current Approver: _____

New Approver: _____

For new or closing accounts:

Appointing Authority Signature: _____

Custodian Signature: _____

Approver Signature: _____

Auditor Signature: _____

Auditor's signature certifies a cash count was conducted and amount of cash on-hand is correct

For changes to custodian or approver:

Appointing Authority Signature: _____

New Custodian or Approver Signature: _____