



Select your Petty Cash Fund from the drop-down list.

**Update Custodian for Petty Cash Fund**

To update an existing Custodian within your department, fill out the provided fields and submit the form for approval.

Fund Code: Marty Test Fund - 2U0070

Current Custodian: Daniel Test Fund - 2U0069

\* Email Address: Marty Test Fund - 2U0070

**New Custodian Information**

\* New Custodian: -

New Custodian Email: -

\* Why is a New Custodian Being Requested?: -

Load More Rows

Submit

Release 1.0

The current Petty Cash Fund Custodian's name and email will auto-populate.

Select the new Petty Cash Custodian in the drop-down list.

**Update Custodian for Petty Cash Fund**

To update an existing Custodian within your department, fill out the provided fields and submit the form for approval.

Fund Code: Marty Test Fund - 2U0070

Current Custodian: Clayton White (CWHITE50)

\* Email Address: CWhite50@unm.edu

**New Custodian Information**

\* New Custodian

New Custodian Email: Martin

\* Why is a New Custodian Being Requested?

- Sophie **Martin** (SMARTI05)
- Martin Desautels (MDESAUTE)**
- Elvira **Martin** (EJMARTIN)
- Nathalie **Martin** (MARTINN)
- Hugh **Martin** (HBMARTIN)
- William **Martin** (MARTIWJ)
- Veronica San **Martin** (VSANMART)

Submit

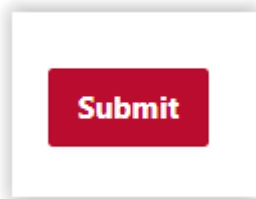
Release 1.0

The New Custodian's email should auto-populate.

**Provide an explanation as to why the change in Petty Cash Custodians is being requested.**

* Why is a New Custodian Being Requested?	Clayton White is being reassigned to another division within our Department. Marty Desautels is taking over as Petty Cash Custodian on 12/1/23
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**Once complete, Click "Submit."**



**The Request will be routed to your Central Accounting office for review and approval. Upon approval, the Petty Cash Custodian record will be updated in the Petty Cash Application.**