FLYNN MANAGEMENT CORPORATION

Project B Code 2-4

PETTY CASH TRANSFER

This form will be used to transfer Petty Cash funds from one custodian to another as needed. Transfers will always be made when the departing custodian is reassigned or discharged.

FUND IDENTIFICATION

Project Name: _____

Project Address: _____

_____

FUND INFORMATION

Date of Transfer: _____
Month Day Year

Petty Cash Fund as Issued or Recorded: $_____

Cash Received: $_____

Receipts Received: $_____

Reimbursement in Transit: $_____

TOTAL FUND RECEIVED: $_____

TRANSFER INFORMATION

I, _____ _____
Receiving Custodian Signature Receiving Custodian Printed Name

received from _____ a Petty Cash Fund
Departing Custodian Signature

totalling $_____.

Approval:

_____

Distribution:

1 copy project files

1 copy management office