



**Controller's Office  
Cash Custodian Supplier Form**

*This form is to be used only for student travel advance, cash advance, petty cash or change fund custodian supplier setup.  
\*\*Changes in petty cash & change fund custodians require approval from the Controller's Office\*\**

Legal Name: \_\_\_\_\_

USC Mailing Address Line 1: \_\_\_\_\_

USC Mailing Address Line 2: \_\_\_\_\_

City, State & Postal Code: \_\_\_\_\_

USC ID (Do not use SSN): \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Employee/Student Signature: \_\_\_\_\_

**Student Travel Advance**

**Cash Advance**

**Petty Cash**

**Change Fund**

**For changes in Petty Cash & Change Fund Custodians only**

Petty Cash or Change Fund Balance on General Ledger: \_\_\_\_\_ (Must attach current reconciliation)

**Chartfields**

Operating Unit	Department	Fund	Account	Class	PC Business Unit	Project	Activity

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

Department Contact (Name, Email, Phone): \_\_\_\_\_

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email this Supplier Form to [APSupplr@mailbox.sc.edu](mailto:APSupplr@mailbox.sc.edu)**

**Controller's Office Use Only:**

Petty Cash/Change Fund Approval: \_\_\_\_\_ Date: \_\_\_\_\_