SAN DIEGO MESA COLLEGE

Accounting

Fiduciary Account Custodian Change

Date: _____

Name of account: _____

Add account custodian (Please fill out Section I)

Remove account custodian (Please fill out Section II)

- -

Section I : Add

I, _____ authorize to add the following name(s) to the account:
(Account Custodian Name)

Primary's name:_____ Mailbox/Office#:_____ Phone#:_____
(print name)

Primary's signature: _____ Date:_____

Secondary's name:_____ Mailbox/Office#:_____ Phone#:_____
(print name)

Secondary signature: _____ Date:_____

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Section II : Remove

I, _____ authorize to remove the following name(s) from account.
(Account Custodian Name)

_____
(Print Name)

_____
(Print Name)

Approved by: _____ Date:_____
(Account Custodian Signature)

Approved by: _____ Date:_____
(VP of Administrative Services Signature)

Please submit to Accounting Supervisor in Student Accounting (Room I4-106)