



SAFE COMBINATION COORDINATOR APPOINTMENT

Bayramian Hall Lobby
Phone: (818) 677-8000, Option 3
Fax: (818) 677-4911
Mail Code: 8214

Safe Brand: _____ Model/Serial #: _____

Department Name: _____

Location of Safe (Building & Room #): _____

Appointment and Responsibilities of a Safe Combination Coordinator

The appointment of the Safe Coordinator is approved by the respective Department Dean and/or Financial Manager. Only a duly appointed Safe Combination Coordinator shall have authority to request to have a safe combination changed.

The Safe Combination Coordinator is authorized to request safe combination change when conditions warrant a change. A change in combination code (key) is to be made whenever there is a change in the existing list of personnel having access to a safe, due to a change in employment, new assignment, extended sick leave, or other reason.

The Safe Combination Coordinator communicates the code only to an authorized code recipient; a code recipient is generally a Cash Change Fund or a Petty Cash Custodian.

Certification of Safe Combination Coordinator

I agree to accept custodianship of the safe combination:

_____	_____	_____
Safe Combination Coordinator (Print Name)	(Signature)	Date

APPROVED:

_____	_____	_____
Department Dean /Financial Manager (Print Name)	(Signature)	Date

OFFICE USE ONLY

Safe combination provide to Coordinator by:

_____	_____	_____
(Print Name)	(Signature)	Date