

Request for Change Fund

Provides a specific amount of cash to be kept by departments and used to make change for payments received in change for services rendered or goods sold by the department.



BUSINESS SERVICES FOR STUDENT AFFAIRS
BUSINESS SERVICES FOR DIVERSITY, EQUITY, & INCLUSION

Requestor:

A#:

Date:

Email:

Phone:

Department:

Club/Position:

1) Event title:

Date of event:

2) Temporary change fund being established will be returned:

3) Purpose of change fund:

4) Business Services Cash Custodian:

5) Breakdown of funds:

Currency: \$	x	=	Coins: \$	x	=	
	\$	x	=	\$	x	=
	\$	x	=	\$	x	=
	\$	x	=	\$	x	=
						TOTAL:

6) Location of change fund:

I acknowledge that I am the responsible official and I authorize the requested change fund.

Signature of Department Official

Printed Name

Date

Please _____ and bring to your Business Services Finance Specialist.

Signature of Cash Custodian (Business Services)

Printed Name

Date

This section to be completed in the presence of your Finance Specialist

I accept responsibility for the funds under my control.

Signature

Printed name

Date