



Short Term Change Fund Request

FOR BUSINESS OFFICE USE ONLY

Date _____ Prepared by _____ S/T Change Fund # _____

Short Term Change Funds are available for campus events when requested three working days prior to the event. All Short Term Change Funds and event revenue must be returned by the second business day following the event between the hours of 8am and 3pm, unless other arrangements have been made with the Student Accounts Office.

THIS SECTION TO BE COMPLETED BY CHANGE FUND CUSTODIAN

Date of Request _____

Club Name _____ Index Code _____

Activity _____ Date of Activity _____

Currency \$	Amount	Coin \$	Amount
_____ Ones	\$ _____	_____ Pennies	\$ _____
_____ Fives	\$ _____	_____ Nickels	\$ _____
_____ Tens	\$ _____	_____ Dimes	\$ _____
_____ Twenties	\$ _____	_____ Quarters	\$ _____
_____ Other	\$ _____		

Total amount requested \$ _____

Date funds are to be picked up _____

Date funds are to be returned _____

Is cash box needed? _____ Yes _____ No

Requesters Signature _____ Date _____

Requesters Name _____

Requesters Email _____

Budget Authority/CSI Director Signature _____

Budget/CSI Printed Name _____ Date _____

On _____ I was advanced \$ _____ to use as a Short Term Change Fund for official University business. As Custodian, I understand that I am responsible for assuring funds are adequately secured. If the fund is approved and all procedures are followed, I understand that I will not be held personally responsible for replacing missing funds. However, if the approved procedures, as outlined in the EOU Change Fund Policy are not followed, I will be held personally responsible for any missing funds. **ALL cash received from cash box and payments received are NOT to be disbursed or distributed for any purpose other than making change!!**

Cash received by (Change Fund Custodian) _____

(Person authorized to sign for this account will be considered the Change Fund Custodian) FOR BUSINESS OFFICE USE ONLY

Cash returned to _____ Date _____

(Cashier 1)

(Cashier 2)