

.100 Policy Statement

This policy sets forth the guidelines and responsibilities associated with short term and long term Change Funds at Eastern Oregon University (EOU).

.110 Policy Rationale

EOU strives to provide clear guidelines for departmental change fund handling processes and procedures.

.120 Definitions

Change Fund: fund to be used for making change, no expenses or purchases are to be paid from this fund. EOU offers both short term and long term change funds.

.130 Purpose

- A. The purpose of this change fund is to provide currency and coin for events where cash sales will be made. A change fund is different from a petty cash fund. No expenditures of any kind can be made from a change fund, and it must be used in accordance with EOU policy. The change fund must be requested five (5) days in advance.
- B. Short term change funds must be returned within two (2) business days following the event.
- C. Long term change funds are handled on a case by case basis, by contacting the Accounts Payable Department.

.140 Responsibilities

The Change Fund is monitored by the Administrator, Custodian and the Department Head.

- A. Administrator: EOU Cashiers
 - Finance and Administration employee, responsible for implementing and administering the EOU Change Fund Policy and Procedures.

- B. Change Fund Custodian: EOU Departmental employee
- Ensures that the funds are kept in a secure location, such as a locked cash box or a locked desk drawer. The custodian should maintain possession of the key.
 - Ensure that the change fund is not used for expenditures.
 - Ensure that the change fund is used for making change only.
 - Ensure that the change fund is not mixed with other funds.
 - Ensure that the change fund is not used for cashing checks.
 - Maintain a log of event attendance.
- C. Department Head:
- Responsible for appointing the Change Fund Custodian and approving the use of the change fund at the department level. These individuals are appointed by the President or designee. This includes the Provost, Deans, Directors, Division and Department Heads, as well as other managers authorized to determine and assign duties to University employees.
 - Ensure appropriate personnel have access to Change Fund.
 - Ensure deposits are accurate.
 - Ensure department policies/procedures are established for handling change funds.

.150 Procedures

A. Short Term Change Funds

1. Contact the Department Head for permission to set up a Change Fund. The fund is established under an individual's name, and that person will be the change fund custodian.
2. Once approval has been received, complete the change fund form at [Short Term Change Fund Form](#)
3. The Short Term Change Fund requests must be submitted to the Cashier's Office no less than three (3) business days prior to the event.
4. The department withholds the change fund amount from the total sales at the event, and returns the whole original change fund amount to the Cashier's Office.
5. Storage and Security of Change Funds:
 - Funds should never be left unlocked or unattended and should be concealed from general view when not in use.
 - No one other than the custodian should have access to the Change Fund.

6. The following process should be used to return a Change Fund and deposit revenue:
 - Return the change fund and revenue to cashier's office within two (2) business days following the event.
 - Deposits should include a miscellaneous deposit form, found at http://www.eou.edu/staccts/forms/miscellaneous_deposit.xls
 - If the Short Term Change Fund is not returned within two (2) business days of the return date specified on the request, the custodian will be held responsible for the missing funds. In the event EOU cannot collect from the individual, the appropriate department will be responsible for repayment.

B. Long Term Change Funds

1. Contact the Department Head for permission to set up a Long Term Change Fund. The fund is established under an individual's name, and that person will be the change fund custodian.
2. Once approval has been received, complete the change fund form at [Long Term Change Fund Form](#)
3. Take the change fund form to Accounts Payable Department to the Change fund Administrator.
4. The department withholds the change fund amount from the total sales at the event, and deposits the revenue made from the event.
5. Storage and Security of Change Funds:
 - Funds should never be left unlocked or unattended and should be concealed from general view when not in use.
 - No one other than the custodian should have access to the Change Fund.
6. The following process should be used to deposit a Change Fund:
 - Return the revenue portion of the change fund to Cashier's Office within two business days following the event.
 - Deposits should include a miscellaneous deposit form, which can be found at http://www.eou.edu/staccts/forms/miscellaneous_deposit.xls
 - All Long Term Change Funds must be deposited in full at the end of each fiscal year. At that time, a new Long Term Change Fund request should be submitted for the new fiscal year.
 - If the long term change fund is not returned in full at the end of the fiscal year, the custodian will be held responsible for the missing funds. In the event EOU cannot collect from the individual, the appropriate department will be responsible for repayment.

.160 Internal Control Considerations

A. Segregation of duties:

- Receipt of cash and deposit handling should be performed by separate individuals.
- Department head should review attendance log of event and revenue received, to ensure that appropriate and reasonable revenue was received based on the attendance data.

.170 Related Resources/Forms/Links:

- [Short Term Change Fund Form](#)
- [Long Term Change Fund Form](#)
- [Deposit form](#)
- [Change Fund Log Sheet](#)