

CHANGE FUND REQUEST FORM

- Change Fund is given for purposes of making change at fundraising events and other events where the CSFPF serves as the fiscal agent
- Change funds may not be used for personal use, loans or the payment of services, rentals, prizes, awards, travel, or mileage reimbursements

Please fill the sections below and return to CSFPF CP 830

CSFPF Account # _____

Date: _____

Custodian Name: _____

Purpose: _____

Address: _____

Date of Return: _____

(Must be 10 days after event)

Issue Check in the amount of \$ _____

Date needed by: _____

I have read and understand policy regarding change fund.

Signature of Custodian

Departmental Approval

Prepared by _____ Ext _____

Approved By Authorized Signatories

Authorized Signer:	Name:	Signature:
2 nd Signer (over \$3,000)	Name:	Signature:

Currency Count Returned	____ X 100	____ X 50	____ X 20	____ X 10	____ X 5	____ X 2	____ X 1		
Sub-Total									
Coins	<table style="width: 100%; border: none;"> <tr> <td style="width: 10px;">\$</td> <td style="border: none;">_____</td> </tr> </table>							\$	_____
\$	_____								
Total Amount Returned:	<table style="width: 100%; border: none;"> <tr> <td style="width: 10px;">\$</td> <td style="border: none;">_____</td> </tr> </table>							\$	_____
\$	_____								

CSFPF Approval		
Signature: _____	Change Fund # _____	Check Request # _____