



### 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 \_\_\_\_\_

Requesters Name \_\_\_\_\_ Email \_\_\_\_\_

Club Name \_\_\_\_\_ Index Code \_\_\_\_\_

Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_

<u>Currency</u>	<u>\$ Amount</u>	<u>Coin</u>	<u>\$ Amount</u>
_____ 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 \_\_\_\_\_

Budget Authority/Club Advisor Signature \_\_\_\_\_ 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.

Cash received by (Change Fund Custodian) \_\_\_\_\_  
(Person authorized to sign for this account will be considered the Change Fund Custodian)

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Cash returned to \_\_\_\_\_ (Cashier 1) \_\_\_\_\_ (Cashier 2) Date \_\_\_\_\_