



**Office of Financial Services
Temporary or Permanent Change Fund Request**

It is the responsibility of the Cash Custodian to maintain the cash in a secure location with limited access and maintain control over the cash on hand at all times. The cash drawer must be balanced daily. In the event of missing funds or inappropriate use of funds, the Cash Custodian should contact the Cashier's Office and Public Safety immediately for an investigation. **The Cash Custodian will not, under any circumstances, cash a check(s) out of the change fund or funds that are being collected.**

By signing this form, the cash custodian acknowledges that (s)he has read and agrees to abide by the Cash Collection Procedures.

Department Head Signatures required on Temporary Funds over \$50.00 and all Permanent Funds.

Amount \$ _____ Permanent Fund _____ Temporary Fund _____

Date: _____ Department: _____

Authorized Department Head: Name: _____

(Print or Type)

Signature: _____ Date: _____

Change Fund Custodian: Name: _____

(Print or Type)

Signature: _____ Date: _____

Authorized Finance & Accounting: Name: _____

(Print or Type)

Signature: _____ Date: _____