

Change Fund Request Directions

Complete a Change Fund Request form to establish, increase, or decrease a Change Fund

BOX 1 Fund Activity

- Enter dollar amount then select Permanent or Temporary
- Choose Increase or Decrease of Funds then enter dollar amount
(use this form to update Custodians and Fund Managers - check box)

BOX 2 Index/FOAP Charged

- Enter Department name, Index number, and Account number

BOX 3 Purpose/Reason for Change Fund

- Provide an explanation for the purpose of the fund

BOX 4 Custodian of Fund (overhead person requesting account)

- Print name and obtain signature of Custodian and a phone extension
(if request is for a name Change only - see BOX 1)

BOX 5 Fund Manager (person responsible for account/manages account)

- Print name and obtain signature of Fund Manager

BOX 6 Approval Required

- Obtain signature from Department Dean or Director
Submit completed form to the Director of Accounting for FOAP approval
Once approved, Director of Accounting will forward to Finance Admin Assistant to process
Admin Assistant will create a JV for Accounting purposes - the JV and Change Fund Form will be sent back to Requestor
- Requestor will then take the JV and completed Change Fund Form to Student Financial Services
Student Financial Services will:
 - Obtain final signature from Custodian, Disburse funds, and provide copies to Requestor, Administrative Assistant/Finance, and retain original

BOX 7 will be filled out by Student Financial Services

Return or Decreasing Funds

- Complete a new Change Fund Request form and check the "Decrease of Funds" (Box 1). Enter amount, and add a description (Box 3)
- Take money to be returned and completed form to Student Financial Services. SFS will provide a copy of the updated form to the Custodian, the Administrative Assistant/Finance, and will retain original

Changing the Custodian of a Fund

- When there is a new Custodian or Fund Manager *please fill out a new Change Fund Request* form and send to the Director of Accounting. The new form will be recorded in the Finance department and copies will be sent to the Custodian and Student Financial Services