CENTRAL MICHIGAN UNIVERSITY

CHANGE FUND AUTHORIZATION

Amount Requested	
Department Name	
Department Address Building & Room Number	
Cost Center	

CHANGE FUND REGULATONS
-PLEASE READ CAREFULLY-

All departments must follow the **CASH HANDLING POLICY** dated August 1,2023. Contact Student Account Services & University Billing (billing@cmich.edu) for more information.

1. Change funds may not be used for any purpose other than which they are authorized.
2. Funds are not be loaned, used for cashing checks, reimbursement of meals or travel, or personal business.
3. Funds are to be maintained at their authorized amount at all times.
4. Funds may be recalled for audit purposes periodically by Payable Accounting or Internal Audit.
5. If there's a theft, notify CMU Police and Payable Accounting immediately.
6. Return funds to OneCentral in UC119 when need for them ceases for a period of two or more months.
7. **When funds are returned, include a copy of this form ;** funds will be deposited in the account listed below.
8. When there is a change in custodian or department director, a new Change Fund Authorization Form must be completed and submitted to Payable Accounting (payables@cmich.edu).
9. I acknowledge, understand and agree to follow the regulations and policy guidelines.
10. Following completion of Step-1, please email the filled form to payables@cmich.edu & vogel1kc@cmich.edu
11. Payable Accounting Staff will complete Step-2 and email Form back to the Department.

STEP-1 (TO BE COMPLETED BY THE DEPARTMENT)

State need and specific purpose for the change Fund :

Name of the Change Fund Custodian (please print)

Name of the Department Director (please print)

Signature of Custodian with Date

Signature of Department Director with Date

STEP-2 (TO BE COMPLETED BY PAYABLE ACCOUNTING)

G/L :

Fund :

Signature of Payable Accounting & Date

STEP-3 (TO BE COMPLETED BY ONE CENTRAL)

I acknowledge the receipt of $ to be used in compliance with the regulations stated above.

Signature of Change Fund Custodian/Date

STEP-4 (RETURN CHANGE FUND TO ONE CENTRAL)

Please close change fund and deposit $ into the following Fund and G/Ls provided by Payable Accounting in the Step-2 above.

ONE CENTRAL- PLEASE PROVIDE A COPY OF THIS RETURN TO PAYABLES@CMICH.EDU & VOGEL1KC@CMICH.EDU