

**CENTRAL MICHIGAN UNIVERSITY
CHANGE FUND AUTHORIZATION**

Amount Requested	Department Name and Address	Cost Center

**CHANGE FUND REGULATIONS
-PLEASE READ CAREFULLY-**

1. Change funds may not be used for any purpose other than which they are authorized.
2. Funds are not to 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 is a theft, notify CMU Police and Payable Accounting immediately.
6. Return funds to the Student Service Court in UC 119 when the 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 into 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 in Warriner 302.

	COMPLETED BY DEPARTMENT
STEP ONE	<p>State need and specific purpose for the change fund:</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Name of Change Fund Custodian (please print) Signature of Department Director/Date </p>

	COMPLETED BY PAYABLE ACCOUNTING (WARRINER 302)
STEP TWO	<p>General Ledger Number: 110100</p> <p>Fund Number: _____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Payable Accounting/Date</p>

	COMPLETED AT THE STUDENT SERVICE COURT (BOVEE UNIVERSITY CENTER 119)
STEP THREE	<p>I acknowledge receipt of \$ _____ to be used in compliance with the regulations stated above.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Change Fund Custodian/Date</p>

	RETURN CHANGE FUND TO THE STUDENT SERVICE COURT (BOVEE UNIVERSITY CENTER 119)
STEP FOUR	<p>Please close change fund and deposit \$ _____ into the following Fund and General Ledger account numbers provided by Payable Accounting in Step Two above.</p>