

**CENTRAL MICHIGAN UNIVERSITY**  
**CHANGE FUND AUTHORIZATION**

Amount Requested	Department Name	Department Address Building and Room #	Cost Center

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

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

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 One Central 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.
9. I acknowledge, understand, and agree to follow the regulations and policy guidelines.

STEP ONE	COMPLETED BY DEPARTMENT		
	State need and specific purpose for the change fund: _____		
	_____	_____	
	Name of Change Fund Custodian (please print)	Name of Department Director (please print)	
_____	_____	_____	_____
	Signature of Custodian/Date	Signature of Department Director/ Date	

STEP TWO	COMPLETED BY PAYABLE ACCOUNTING ( WARRINER 302)	
	General Ledger Number: _____	
	Fund Number: _____	Signature of Payable Accounting/Date _____

STEP THREE	COMPLETED AT ONE CENTRAL (BOVEE UNIVERSITY CENTER 119)	
	I acknowledge receipt of \$_____ to be used in compliance with the regulations stated above.	
	Signature of Change Fund Custodian/Date _____	

STEP FOUR	RETURN CHANGE FUND TO ONE CENTRAL (BOVEE UNIVERSITY CENTER 119)	
	Please close change fund and deposit \$_____ into the following Fund and General Ledger account numbers provided by Payable Accounting in Step Two above.	
	<b>ONE CENTRAL - PLEASE PROVIDE A COPY OF THIS RETURN TO GARRE1SR@CMICH.EDU.</b>	