



Event Change Fund Request

Sponsors may order change for campus events that necessitate change to be available. Personal or any other non-district funds should not be co-mingled with district funds. Change funds are only available for book fairs, campus events, campus activity groups, and student activity groups. Outside groups such as PTA's and Booster Clubs must provide change funds from their resources.

An approved Collection of Funds application must be on file prior to requesting an event change fund. The change fund must be reserved by submitting this completed form at least one week prior to the event. Additionally, the sponsor responsible for safeguarding the funds, must come to the business office to collect the funds prior to the event and return the funds after the event.

Employee Name: _____ Campus or Department: _____

Employee Email: _____ Employee Work Phone: _____

Event Name: _____ Event Date(s): _____

Activity Account Code(s): _____

Pick up date: _____ Date to be returned: _____

Change Request by Denomination		
Coins and Currency	# Requested	Total Amount
Pennies \$0.50 per roll		
Nickels \$2.00 per roll		
Dimes \$5.00 per roll		
Quarters \$10.00 per roll		
Ones		
Fives		
Tens		
Twenties		
Total Cash Requested		

I agree to follow the procedures set forth in the Cedar Hill ISD Business Operations Procedures manual, and I accept full responsibility of the funds. The funds should be returned to the business office the first business day following the event end date. If the funds are not returned within 7 days of the end of the event, the funds will be deducted from the activity account listed above.

Employee Signature (Sponsor)

Printed Name

Date

Supervisor Signature (Principal or Director)

Printed Name

Date