



CHANGE FUND AUTHORIZATION

Change funds are to be used as start-up change for an event. Change funds must not be created by holding back event receipts. No expenses may ever be paid from event receipts.

School/Department _____ Date Requested _____

Amount Requested \$ _____

Check Payable to (Name) _____ Date Needed _____

Event Change Fund Used for _____ Event Date _____

How do you want to receive the check for change funds?

- Send check to Payee
- Send check to ASB Bookkeeper
- Hold check for pickup

Return of change fund *

- Funds will be included in the event receipts deposit
- Funds will be returned to the bookkeeper/office manager at the completion of the event

By signing below, I agree to take responsibility for the change fund requested above and follow district procedures for cash handling. I agree to keep funds safeguarded and secure. If funds are lost or stolen, I will immediately notify my school/department administrator.

Requestor Signature

Date

ASB Student Representative Signature

Date

Principal or ASB Coordinator Signature

Date