# Crookston Campus

# Change Fund (Cash Box) Request Form

|  |  |
| --- | --- |
| **Department Name:**  | **Date:** |
| **Requester Name:** | **Phone:** |
| **Email address:**  | **Fax:** |
| **Campus Address:** |  |
| **Please indicate type of request: Permanent or Temporary**  |  |

| Change Fund Request |  |
| --- | --- |
| I am requesting to: |  | **Amounts** |
| New change fund (cash box) | Requested Amount |  |
| $\_\_\_\_\_\_\_\_\_Twenties | $\_\_\_\_\_\_\_\_ Tens | $\_\_\_\_\_\_\_\_\_\_fives $\_\_\_\_\_\_\_\_\_\_\_ones |
| Specify coin in needed  |  |  |
|  |  |  |
| ***New Change Fund (Cash Box) Grand Total*** | **$** |

| Account String Information | FUND | **DEPT ID** | **PROGRAM** | **ACCOUNT** | **CF2** |
| --- | --- | --- | --- | --- | --- |
| Enter Account String for the Change Fund |  |  |  |  |  |

| Funds will be disbursed at the Crookston Campus Business Office |
| --- |
|  |  |  |  |  |
| Justification for Request: Please describe in detail the purpose of the fund and how the fund will be utilized. |
|  |

 \*Once approved, enter Deposit Detail Report ID# & Date created below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Approved |  | \*Dept Deposit ID#  |
|  |  |  |  |  |
|  |  | Denied |  | \*Date Created  |
|  |  |  |  |  |
|  |  |  |  |  |

Reason if Denied:

 Business Office Signature Approval: Date: