# Duluth Campus

# Change Fund (Cash Box) Request Form

Procedure:

* Create a negative departmental deposit using the chartfield string listed below (reference code RD). Unlike a conventional deposit, the currency and coin amounts on the deposit header should be negative. The distribution line amount should be positive. Specify the reason the denominations requested in the Preparer Comments field.
* Account 104990 is unusual in that it is used with only fund and deptID. This will not create a budget on a new string since it is not an expense or revenue code.
* When the event is complete, return the original amount to the Cashiers with a departmental deposit. The change fund may be combined with proceeds from the event on this deposit, but the original string (including account code 104990) must be used to redeposit the change fund portion.
* If the box and its contents will be in use for an extended period, ensure that it is stored securely when it is not being used.

|  |  |
| --- | --- |
| **Department Name:**  | **Date:** |
| **Requester Name:** | **Phone:** |
| **Please indicate type of request: Permanent or Temporary**  |  |

| **Cash Request Amount:** |  |
| --- | --- |

| **Account String Information** | **FUND** | **DEPT ID** | **ACCOUNT** |
| --- | --- | --- | --- |
| Enter Account String for the Change Fund |  |  | 104990 |
|  |  |  |
| **Justification for Request: Please describe in detail the purpose of the fund and how the fund will be utilized.** |
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|  |  |  |  | Approver Initials |  |   |
|  |  |  |  |  |  |  |
|  |  |  |  | Disbursed Department Deposit ID# |  |  Date Disbursed  |
|  |  |  |  |  |  |  |
|  |  |  |  | Returned Department Deposit ID# |  |  Date Returned |
|  |  |  |  |  |  |  |