

CHANGE FUND INSTRUCTIONS

1. Return the completed change fund request form to the University Reservations desk at least 3 days prior to the activity.
2. On the day of the event, come to the Financial Services office (306A) to receive the requested funds.
3. When the event is over, return the change fund bag and all money to the drop box on the 3rd floor of the University Union. Then schedule an appointment with Financial Services (ufinancial@uwgb.edu) to have the money counted and deposited to your organization's account with OFO.

Note:

- Change funds are a free service offered by the University Union for all registered student orgs.
- Change funds should be returned within 1 week of the activity. Organizations are held liable for any money not returned.
- Financial Services office and drop safe located on the 3rd floor of the University Union.

CHANGE FUND REQUEST FORM

Current Date: _____

Date & Time of Activity: _____

Location of Activity: _____

Activity Description: _____

Organization: _____

Org Rep & Phone number: _____

Org Rep Signature: _____

Standard change funds are a mix of denominations totaling \$25. If more than \$25 is being requested, please explain why a larger amount is needed: _____

Total Amount Requested: \$ _____

Denominations Preferred:

20's _____

Quarters _____

10's _____

Dimes _____

5's _____

Nickels _____

1's _____

Pennies _____

Accounting Use Only:

Date received: _____

Bag total: _____

Date prepared: _____

Location of \$ _____

Date returned: _____

Signature: _____