

How to Close a Change Fund

This document will walk you through the steps to close a Change Fund.

1. **Reconcile the fund** with the Unit Approver.
 - a. The [PCR form](#) is a great tool for this! Both the custodian and Approver should sign off on the form showing that it is in balance, or if any discrepancies in the fund exist. (Unreimbursed receipts and cash on hand should equal the authorized amount of the fund.)
 - b. If there are any discrepancies solve this before moving on to next steps. Reach out to pcgc@ucdenver.edu with any questions.

2. **Prepare a [Cash Receipt](#) form for the full change fund amount.**
 - a. The Cash Receipt should identify the Speedtype associated with the fund and the Account ChartField 000300 (Change Fund).
 - b. Take the Cash Receipt to the Bursar's Office and deposit the fund.

3. **Send a copy of the Validated Cash Receipt to PCGC@ucdenver.edu** and a copy of the Change Fund original approval (signed) so we may officially close out the fund.

Please email PCGC@ucdenver.edu with any questions!