

How to Submit a Request for a Change Fund

Use this Step-by-Step guide to create and submit a request for a **New Change Fund**. Change funds are exclusively used to make change when receiving cash from the public. No expenses of any kind may be authorized from a change fund.



Tip: Submit your request in a timely fashion. Allow up to 2 weeks for processing.

Step 1: Download & Complete the Petty Cash Fund Request Form

- I. Download & Complete the [Petty Cash/Change Fund Request](#) located on the Procurement Service Center website.
- II. Fill out the form – Steps shown below:
 - a. For a new request – check the ‘Fund Type: Change Fund’, and the ‘Action Requested: Create New Fund’

University of Colorado <small>Boulder Colorado Springs Denver Anschutz Medical Campus</small> Procurement Service Center (PSC)		Effective Date: 11/01/2014 Petty Cash/Change Fund Request (PCCF)
Purpose: Used to request the establishment or modification of a petty cash fund or change fund, and to accept custody of that fund. For guidance, see the PSC Procedural Statement Petty Cash and Change Funds.		
Fund Type: <input type="checkbox"/> PETTY CASH FUND <input checked="" type="checkbox"/> CHANGE FUND	Action Requested: <input checked="" type="checkbox"/> Create New Fund <input type="checkbox"/> Change Amount of Fund <input type="checkbox"/> Change Location of Fund <input type="checkbox"/> Change Custodian of Fund	Controller Use Only: <input type="checkbox"/> Close Fund Date / Initials: _____

- b. Enter all information requested under the section: ‘For All Funds’

For All Funds:			
Organizational Unit Name:	Department/Division Name	Custodian Name:	First & Last Name
Exact address where funds will be located:	Location where fund will be kept. (Address, Building, Room #, etc.)	Custodian Employee ID #:	CU Employee ID #
		Custodian Phone:	Phone #
		Custodian Email:	Work Email Address
		Custodian Campus Box:	Campus Mail Box #
If requesting change in original fund location or fund amount, explain:		If requesting change in custodian, new custodian's signature below verifies fund amount and assumes responsibility for fund from former custodian.	
		Identify former custodian here:	
SpeedType:	Speedtype	Account:	Select: 000300 (Change Fund) Amount requested: \$ Amount of Change Fund

- c. **Ignore** the ‘For Petty Cash Funds Only’ section of the form since this is for a Change Fund. See the guide: ‘How to Submit a Request for a Petty Cash Fund’ for more information.
 - d. Complete the section ‘For Change Funds Only’

For Change Funds Only:	
Explain organizational unit business activity that requires this change fund:	Detailed Explanation why change fund is required

- e. Obtain signatures from the Custodian & Organizational Unit Authorized
 - i. Organizational Unit Authorizing Signature – should be from Manager or Approver listed on the Speedtype of the requested program.

Certification & Authorizing Signatures		
<i>I certify that the above information is correct and that this petty cash or change fund will be used in accordance with all fiscal rules governing its use. I have read and understand the PSC Procedural Statement Petty Cash and Change Funds, and I agree to abide by its procedures.</i>		
Custodian Signature	Custodian Printed Name	Date
_____	_____	_____
Organizational Unit Authorizing Signature	Printed Name	Date
_____	_____	_____
Organizational Unit Authorizing Signature		Date



TIP: If signature is hard to read, have the person signing print their name next to the signature.

Step 2: Supporting Documentation & Sending in the completed form

- a) Supporting documentation is required to process a gift card program. See the 'Supporting Documentation Guide' for more detailed information on the items below:
 - Purpose for the Change Fund – with rationale for the requested amount (ie. Influx of customers needing change, etc.)
 - Internal Controls/Cash Handling Procedures Document
- b) Send the completed form & supporting documentation to PCGC@UCDENVER.EDU

Step 3: Address Questions & Wait for Approval

The Finance Office will review requests as they are received. Any questions will be sent to the requestor from pcgc@ucdenver.edu. Once all questions are answered we will route the form for the additional necessary approval and signatures. Wait for approval.

Relevant Policies & Procedures:

- ❖ [PSC Procedural Statement: Petty Cash & Change Funds](#)
- ❖ [APS Fiscal Misconduct Reporting](#)