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’

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

   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’
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.

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

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**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 [PGC@UCDENVER.EDU](mailto:PGC@UCDENVER.EDU)

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**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 [pgc@ucdenver.edu](mailto:pgc@ucdenver.edu). Once all questions are answered we will route the form for the additional necessary approval and signatures. Wait for approval.

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**Relevant Policies & Procedures:**

- [PSC Procedural Statement: Petty Cash & Change Funds](mailto:PSCProceduralStatement:PettyCashChangeFunds)
- [APS Fiscal Misconduct Reporting](mailto:APSFiscalMisconductReporting)