How to Submit a Request for a Change Fund

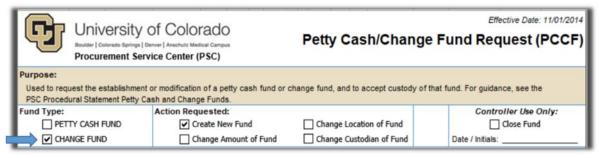
Use this Step-by-Step guide to create and submit a request for a **New Change Fund**. Change funds are exclusively used to make change when receiving cash from the public. No expenses of any kind may be authorized from a change fund.

Petty Cash/Change Fund Request Form PCGC@UCDENVER.EDU (Step 3) (Step 1) (Step 2)

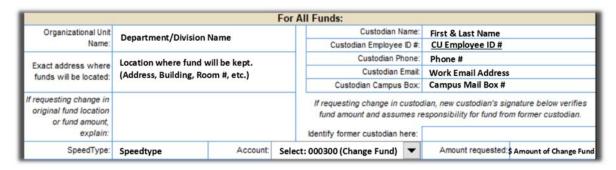
Tip: Submit your request in a timely fashion. Allow up to 2 weeks for processing.

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

- 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'

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

- 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	
certify that the above information is correct and that this petty oa have read and understand the PSC Procedural Statement Petty			
Custodian Signature	Custodian Printed Name	Date	
Custodian Signature		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**