How to Make a Change to an Approved Change Fund

Use this Step-by-Step guide to request a change to an already approved Change Fund. Requests should be submitted and approved BEFORE they are implemented.

Changes can include: New Custodian, New Speedtype, Change Location, and Change Amount.

Please allow up to 2 weeks for processing.

Required Documentation for Change Requests:

- Change Form — Use the Petty Cash/Change Fund Request Form
- Approval Documentation — Fully signed gift card program request & any additional approved update requests
- Reconciliation of Fund (if changing amount or custodian — the PCR Form is recommended)
- Updated Internal Controls

How to fill out the Form for the following Changes:
1. **Change Custodian**
   
   a. Check the boxes ‘Change Fund’ and ‘Change Custodian of Fund’ [Shown Below]:

   ![Image of Petty Cash/Change Fund Request form]

   b. Fill in the form – Identify the new custodian and the former custodian:

   ![Image of form with highlighted fields]

   c. Requested New Custodian & Organizational Unit Authorizer sign

   i. Organizational Unit Authorizer should be from a manager/approver listed on the speedtype.

   ![Image of Certification & Authorizing Signatures]

   d. The new custodian should reconcile the fund with the former custodian using the [Petty Cash Reconciliation form]. This is the chance to catch any discrepancies in the fund before assuming accountability for the fund. This should be included with the supporting documentation and sent to the finance office.

Send Completed Change Request Form, Original Approval for the Change Fund, and Additional supporting documentation to [pgc@ucdenver.edu](mailto:pgc@ucdenver.edu). Wait for approval before implementing this change.
2. Change Amount –

a. Check the boxes ‘Change Fund’ and ‘Change Amount of Fund’ (Shown Below):

b. Fill in the form – identify the requested new amount & explanation for the change:
   i. “This is the authorized amount that is on hand at one time – should be no more than 4-6 weeks’ worth of payments.”

   ![Explanation for change in amount]

   ![Detailed Explanation why change fund is required]

c. Custodian & Unit Authorizer sign

   ![Certification & Authorizing Signatures]

   Custodian Signature Date Organizational Unit Authorizing Signature Date

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d. The custodian & Unit Approver should reconcile the fund using the Petty Cash Reconciliation form - This should be included with the supporting documentation and sent to the finance office.

Send Completed Change Request Form, Original Approval for the Change Fund, and Additional supporting documentation to pcgc@ucdenver.edu. Wait for approval.
3. Change Location of Fund –

a. Check the boxes ‘Change Fund’ and ‘Change Location of Fund’ (Shown Below):

b. Fill in the form – Identify the New Location and explain why the change is requested:

c. Custodian & Unit Authorizer sign

Send Completed Change Request Form, Original Approval for the Change Fund, and Additional supporting documentation to pccg@ucdenver.edu. Wait for approval.
4. Change SpeedType –
   a. Check the box ‘Change Fund’ and write in ‘Change Speedtype’
   b. Fill in the form – identify the new speedtype.
   c. Custodian & Unit Authorizer sign:

Send Completed Change Request Form, Original Approval for the Change Fund, and Additional supporting documentation to pccg@ucdenver.edu. Wait for approval.

To Make Multiple Changes to an Approved Program at once:
   a. Select multiple boxes on the change request form for the necessary changes. See sample below:
   b. Complete the rest of the form identifying the changes.
   c. Email completed Change Request Form, Original Approval for the Change Fund & approved update requests, and additional supporting documentation to pccg@ucdenver.edu. Wait for approval before implementing changes.