

ILLINOIS STATE UNIVERSITY
CHANGE FUND

All change funds are established through the Illinois State University Cashier's Office. Only official University departments are eligible to receive a change fund. The change fund must be repaid to the Cashier's Office by the due date unless special exception has been made to issue the fund on a permanent basis. In all cases an accounting must be made to the Cashier's Office annually.

Any change fund advanced is to be used only for the purpose of making change. It is not to be used as a petty cash fund for making small expenditures, refunds, etc. The fund custodian and the fiscal agent have full responsibility for the entire amount of the change fund as long as it is outstanding and must repay the entire amount advanced. Any change in the custodian of the change fund should be immediately communicated to the Cashier's Office.

Department Name _____ Phone Number _____ Mail Code _____

Purpose of Change Fund _____

Date Change Fund Is To Be Repaid _____

Amount of Change Fund Requested \$ _____

Person Authorized to pick up Change Fund from Cashier's Office _____

I HAVE READ THE ABOVE AND AGREE TO THE TERMS AND CONDITIONS.

Signature of Budget Officer _____ Date _____

Printed Name of Budget Officer _____

Signature of Fund Custodian _____ Date _____

Printed Name of Fund Custodian _____

Comptroller Approval (if required) _____ Date _____

To Be completed at Cashiers' Office
Received By: _____

To Be completed at Cashiers' Office Payback:
