

<b>CSU, FULLERTON AUXILIARY SERVICES CORPORATION (ASC) POLICY AND PROCEDURES</b>  <b>Section: CASH HANDLING</b>  <b>Approved by: CFO, TARIQ MARJI</b>	<b>Dept: ASC FINACIAL SERVICES</b>  <b>No: CA 111</b>
<b>Subject:</b>  <b>CHANGE FUND</b>	<b>Rev.: 03/08/2007</b>  <b>Total: 4 pgs</b>

### 111.1 Definition

A change fund is established to make change at locations where sales are made involving cash. Change Fund must always balance to the authorized amount. It is not to be used for any expenditure other than reimbursing other register funds and change. It is the custodian's responsibility to account for all transactions through this fund and maintain the appropriate mix of coin and currency for normal operations. The usage of the change fund is strictly for cash change it is not to be used for expenditures.

### 111.2 Application Procedures

#### a) Establish Change Fund

To establish a change fund the project manager/ director must complete a Change Fund Request Form (CA111-A) Section I. It is required to have the project number and date. The form should state the custodian's name, the purpose of establishing the fund, the duration of the funds usage, the amount, and the location of where the funds will be used. The completed application is submitted to CSU Fullerton Auxiliary Service Corporation Accounting Department.

#### b) Approval Procedures

The Change Fund request Form should have signature of the project's authorized signer prior to turn in the application to ASC. The Accounting Manager and or the Director of Finance and Administration will review, approve or deny new or increase change fund. If the request is approved, a check will be issued by accounts payable for the approved amount.

#### c) Increasing Change Funds

To increasing an existing change fund Section II of the Change Fund Request Form must be completed indicating the amount to be increased. , The Accounting Manager and or the Director of Finance and administration will review, approve or deny new or increase change fund.

#### d) Termination or Reduction of Change Funds

To terminate or reduce the change fund amount section II of the form must be completed indicating the decreased amount. The cash/check must be deposited with ASC cashiers accounting office indicating the project and amount deposited, a copy of the cash receipt should be attached to the form and submitted to the change fund administrator. It is recommended that a change fund be surrendered if it will not be used for thirty (30) days or more, such as a closed dining facility for the summer.

**e) Transfer of Change fund to New Custodian**

If the custodian of the change fund leaves or no longer requires the maintenance of the change fund in the performance of his or her duties the project manager/ director must complete and singe section III transferring the custodianship to a new custodian and submit the form to the change fund administrator.

**111.3 Security of Funds**

All change funds must be maintained in a locked cash box and when not in use shall be kept in a secure place, such as a fireproof safe, to prevent loss. Funds are not to be taken home or stored at a private residence or in a motor vehicle. Funds over \$500 must be locked in a fireproof safe in an alarmed room.

**111.4 Audit Procedures**

All change funds are subject to audit by the ACS Accounting office designated accounting specialist and external auditors-audits may be scheduled or unannounced.

**111.5 Loss of Funds**

Any shortages of cash or disappearance of (\$50.00 or more) must be reported immediately to one of the following Chief Executive Officer and Director of Finance and Administration. In compliance with Executive Order No. 813 any actual or suspected theft, defalcation, fraud or irregularities, must be reported by the next business day to the following Chief Executive Officer and Director of Finance and Administration.

**111.6 Bookkeeping Procedure**

The custodian shall maintain a record detailing the activity of the change fund. The record shall contain the date the change fund was used. This record must be maintained in a location separate from the change fund.

**Commercial Services Operations**

**Acquiring a Change Fund**

- Fill out a Vault Room Change Fund Request Form
- The Divisional Director Signature is Required

- Submit Completed Authorized form to the Vault Room
- The Vault Room will provide the requested funds in the denomination provided the above procedure has been satisfied.
- Change funds for petty cash use is prohibited
- Exchange large currencies for smaller denominations and coin at the Vault Room during normal business hours.



## CHANGE FUND REQUEST FORM

Please fill in one of the sections below and return to the Accounting office

Project # \_\_\_\_\_

Date \_\_\_\_\_

### Section I: Establish Change Fund

Complete this section to establish a new change fund.

Custodian Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Permanent/Temporary: \_\_\_\_\_

If Temporary,  
Date of Return: \_\_\_\_\_

Amount Requested \_\_\_\_\_

Location of Fund (Bldg/Room) \_\_\_\_\_

### Section II: Increase Fund/Decrease Fund

Complete this section to increase or decrease a change fund.

<input type="checkbox"/> Increase amount	_____
	Amount Requested

<input type="checkbox"/> Decrease amount *	_____
	Amount

\*Attach receipt for funds deposited to the appropriate account

Explanation: \_\_\_\_\_

### Section III: Transfer of Change Fund to New Custodian:

Transfer from \_\_\_\_\_ to \_\_\_\_\_  
(Print) (Print)

Signature \_\_\_\_\_ to \_\_\_\_\_

### Accounting office use - Accounts Payable:

	Change Fund Description	Account No.
Issue check in the amount of \$ _____	Invoice Number	Date
payable to: _____	, Change Fund Custodian	
Name		

SIGNATURE OF CLAIMANT (for personal reimbursement only) \_\_\_\_\_ DEPARTMENTAL APPROVAL \_\_\_\_\_

PREPARED BY \_\_\_\_\_ EXTENSION # \_\_\_\_\_ FOUNDATION APPROVAL \_\_\_\_\_

### APPROVED BY AUTHORIZED SIGNATURE/PROJECT DIRECTOR.

Custodian Name \_\_\_\_\_ Signature \_\_\_\_\_

Project's Authorized singer Name \_\_\_\_\_ Signature \_\_\_\_\_

ASC Authorized Approval \_\_\_\_\_