

CHANGE FUND REQUEST FORM

Purpose:
Used to request the establishment or modification of a change fund. For guidance, see the the County Auditor Accounting Procedures Manual regarding Change Funds which can be found at <http://www.epcounty.com/auditor/forms.htm>

Action Requested:

Request New Change Fund

Increase/Decrease amount of Change Fund

Return a Change Fund

Change Custodian of Fund

For New Change Funds Only:

Custodian Name:	
Department Name:	
Location:	
Amount Requested:	
Date Needed:	

Purpose for request of change fund:	
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For Change Fund Modifications Only:

Custodian Name:	
Department Name:	
Location:	
New Custodian (If Applicable):	
Amount Returned Increased/Decreased	

Explanation for Modification (Please attach all supporting documentation):	
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All funds must be available for unannounced audit:

Funds are to be available for unannounced audit by properly identified personnel from the County Auditor's office. Change funds used for making change must consist of cash in the authorized fund amount; those used in conjunction with a cash register must consist of cash in the authorized fund amount plus any daily receipts.

Certification & Authorizing Signatures

Custodian Signature	
County Auditor Signature	Date