

**SIU** SOUTHERN ILLINOIS UNIVERSITY  
**BURSAR OFFICE**  
 CARBONDALE

Change Fund Agreement

Date \_\_\_\_\_

Change Funds are made for the purpose of making change for sales and services for departments that accept cash.

**Permanent**

(Used on a daily basis)

**Temporary**

(One time use only)

**Temporary repayment date** \_\_\_\_\_

Reason for advance (\*attach letter of justification)

I acknowledge receipt of (\$) \_\_\_\_\_ dollars from the Bursar's office.

**If not paid within five days from promised date of repayment, I hereby authorize that any unpaid balance be deducted from the Budget Purpose provided below.**

_____ Signature Borrower	_____ Account Title	_____ Budget Purpose Number
_____ Fiscal Officer Signature	_____ Fiscal Officer Phone Number	_____ Email address of Fiscal Officer

Date	Payment	Balance

**Fiscal officer is responsible for the accuracy of the change fund at all times.** Changes can only be initiated by the Fiscal Officer or the Borrower. The Bursar's Office should be contacted immediately and a new change fund card signed if the Fiscal Officer or Borrower change.

Departments should have sufficient internal controls and have duties segregated. The person that accepts the cash should not be the person reconciling. All deposits should be reconciled with monthly AIS reports. All change funds should be reconciled by the Fiscal Officer on a regular basis (no less than monthly).

Office of the Bursar  
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