

**PROCEDURE**

Effective Date: February 4, 2008

Approved By: Vice President George Pierce

Authority:

Cancels:

See Also: POL-U5351.12 Authorizing and Maintaining Petty Cash Funds  
FORM: Temporary Change Fund Authorization Form**PRO-U5351.12C****ADVANCING TEMPORARY CHANGE FUNDS TO DEPARTMENTS**Action by:

Financial Manager

Authorized Department  
Representative

University Cashier

Authorized Department  
RepresentativeAction:

1. **Completes** Temporary Change Fund Authorization Form, and **maintains** pink copy of the form in department.  
*(3-part form available upon request from University Cashier x2930.)*
2. **Delivers** *white and yellow* copies of the form to the University Cashier.
  - 2a. If special denominations are needed, **contacts** University Cashier 1 day prior to the date needed and **specifies** denominations needed.
3. **Reviews** the form for content and completeness and **verifies** that Fund Financial Manager has authorized the temporary change fund.
  - 3a. If form not accurate or complete, **contacts** Financial Manager for necessary information.
4. When form has been determined to be complete:
  - 4a. **Records** the change fund advance in Banner against requested fund using detail codes MTIL and MCPO. The debit is MTIL with *Dept Name/Change Fund* as description (or whatever has been requested by department receiving the change fund) and S172 as Acct number. The credit is MCPO.
  - 4b. **Counts** out the authorized fund amount to the representative and **gives** them a receipt.
  - 4c. **Obtains** the representative's signature on the form.
  - 4d. **Files** yellow copy of the Authorization form in the daily work and white copy in the Change Fund file.
5. **Returns** the temporary change fund to the University Cashier on or before the date specified on the Authorization form.

## PROCEDURE

Action by:

University Cashier

University Cashier  
Supervisor

Action:

6. **Obtains** white Temporary Change Fund Authorization Form from file.
7. **Deposits** change fund in Banner using detail code MTDP as credit, Acct S172 and MCSH as debit.
8. **Gives** receipt to the authorized department representative. **Attaches** a copy of receipt to the authorization form and **files** white form in the daily work.
9. Periodically **reviews** Change Fund file and Banner report FQAFO1, Account S172 (Balance Sheet Across Funds) to ensure that temporary change funds are returned in a timely manner to the correct fund.