

Reconciliation is required each June 30th as part of the year end process.

Change Fund Banner ID#: _____

Date: _____

Custodian Name: _____

Phone #: _____

Department: _____

Business Center: _____

A change fund is an "imprest" fund. An imprest fund is a cash fund of a fixed amount established through an advance of funds, to an authorized custodian to make change for clients purchasing supplies and non-personal services. The value of the fund remains constant; the sum total of cash-on-hand always equals the imprest amount.

Currency	
\$1.00	\$
\$2.00	\$
\$5.00	\$
\$10.00	\$
\$20.00	\$
\$50.00	\$
\$100.00	\$
Total Currency	\$

Coin	
\$0.01	\$
\$0.05	\$
\$0.10	\$
\$0.25	\$
\$0.50	\$
\$1.00	\$
Total Coin	\$

Total Cash	\$
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* Cash on hand should equal imprest amount of change fund. Differences must be reconciled with the Cashier's Office Supervisor.

Custodian:

The above reconciliation is true and correct to the best of my knowledge.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Department Approval:

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Business Affairs Use Only

Custodian Updates Needed? Yes No

Custodian Agreement Sent: _____
Initial Date

Custodian Record Updated: _____
Initial Date