A Temporary Change Fund can be obtained from the Cashier’s Office. The Change Fund is less the $1200.00 and must be returned within one week of receipt.

The following form will need to be completed before receiving the Change Fund and the Dean’s or Director’s signature is required.

Instructions:
1. Call the Main Cashier’s Office at (530) 752-0460 to order the specific coin/currency amounts.
2. Complete the form below and bring it to the Main Cashier’s Office.
3. Staff and picture identification of the person accepting the change fund must be present.

Name: ____________________________________________________________

Department: ________________________________________________________

Change Fund:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50’s</td>
<td>$0.00</td>
</tr>
<tr>
<td>$20’s</td>
<td>$0.00</td>
</tr>
<tr>
<td>$10’s</td>
<td>$0.00</td>
</tr>
<tr>
<td>$5’s</td>
<td>$0.00</td>
</tr>
<tr>
<td>$1’s</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Amount: $0.00

Date the Temporary Change Fund will be returned: __________________________

Date Received: ________________ Signature: __________________________

Date Returned: ________________ Signature: __________________________

* Account to be charged if the Temporary Change Fund is not returned:  

COA Acct Sub Acct

__________________________________________ Date

Signature of Director or Dean

*If the departmental designee does not return the Change Fund, the Cashier’s Office has the right to charge this account for the total of the fund.