



Canutillo Independent School District

Change Fund Request

Section A

Section A is completed by Sponsor/Individual requesting the change fund.

Requestor Name: _____

Date: _____

Campus Activity (Reason for Change Fund Request):

Date Change Fund Will Be Used: _____

Requestor Signature _____ Date _____

Campus Office Manager / Business Agent _____ Date _____

Section B

Section B is completed by Office Manager/Business Agent when change fund is issued.

Date Change Fund is Issued: _____

Amount of Change Fund Issued: \$ _____

Requestor Receiving Signature _____ Date _____

Funds Issued Signature _____ Date _____
Office Manager/Business Agent

CURRENCY		
\$1.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
\$100.00		
TOTAL		

ROLLED COINS		
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		

LOOSE COINS		
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		

CHANGE FUND MUST BE RETURNED TO BUSINESS OFFICE WITHIN 24 HOURS OF ACTIVITY

Section C

Section C is completed by Office Manager/Business Agent when change fund is returned.

Date Change Fund is Returned: _____

Amount of Change Fund Returned: \$ _____

Requestor Returning Signature _____ Date _____

Funds Received Signature _____ Date _____
Office Manager/Business Agent

CURRENCY		
\$1.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
\$100.00		
TOTAL		

ROLLED COINS		
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		

LOOSE COINS		
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		