

Change Fund - Application for Establishment or Increase

Email to:
TreasuryServices@finance.ucla.edu

Date: New Change Fund Increase Fund CF #: Amount Requested:

Custodian's Name: Custodian's Employee Number: Custodian's Phone Number:

Custodian's E-mail Address: Custodian's Physical Address:

Department Name: Department Code: End date for fund if applicable:

Custodian's Physical Address (This is where the cash will be sent to via Dunbar):

Provide your FAU to charge in case of loss, theft, or closure. Your FAU will not be charged without your consent.

Loc (1)	Account (6)	CC (2)	Fund (5)	Project (6)	Sub (2)	Object (4)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Statement of Purpose (For Increase Requests: Please state the reason for the increase.)

Describe how the money will be secured:
Safes must be in compliance with the UCLA Safe Requirements that can be found in article 1004926.
Please describe the type of safe including serial and model number.

How will change be made for this fund?
UCLA Policy 361 on Cash Handling Safety and Security requires that transport of cash must be made by armored escort or authorized armored courier service. UCLA has contracted with Dunbar Armored Carrier to provide this secure service.

Custodian's Signature & Date:

Your signature certifies that this request for a Petty Cash Fund is for the purpose of University business and is in compliance with UCLA policies and procedures. Any funds unaccounted for will result in a 1099 Miscellaneous Income tax statement being issued to the custodian.

Director's Name and Email: **Department:**

Director's Signature and Date: _____ **Phone:**

For Internal Use Only:
PSC: Charge the Change Fund FAU for this establishment or increase.
For the reference please use:

Loc (1)	Account (6)	CC (2)	Fund (5)	Project (6)	Sub (2)	Object (4)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved by Treasury Services, Signature & Date: _____ **For Internal Use Only**

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Required Information for Dunbar Delivery

Date: CF #: Amount Requested:

Payment Solutions and Compliance (PSC) will disburse the funds upon approval from Treasury Services.
 Please allow 72 business hours upon approval from Treasury Services for the delivery of your cash.
 Cash will be released to the custodian on file.

Please provide the account to recharge for the Dunbar service fee. The fee will be recharged in the month of service.
 On campus deliveries are: \$8.50
 Off campus deliveries are: \$14.00

Loc (1)	Account (6)	CC (2)	Fund (5)	Project (6)	Sub (2)	Object (4)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CHOOSE YOUR DENOMINATION

\$ 1's	<input type="text"/>	= Total	<input type="text"/>
\$ 5's	<input type="text"/>	= Total	<input type="text"/>
\$ 10's	<input type="text"/>	= Total	<input type="text"/>
\$ 20's	<input type="text"/>	= Total	<input type="text"/>
\$ 50's	<input type="text"/>	= Total	<input type="text"/>
\$ 100's	<input type="text"/>	= Total	<input type="text"/>

**Amount remaining
to allocate.
This amount should be
zero.**

Optional note to PSC Office:

Thank you for your order.
 If you have additional questions regarding the delivery, you may contact the Payment Solutions and Compliance (PSC) at:
 ASKAMCO@finance.ucla.edu or ext. 45333

CHANGE FUND
INSTRUCTION FOR CUSTODIAN

Use and Operation

1. According to *UC Business and Finance Bulletin (BUS)-49, Cashiering Responsibilities and Guidelines*, cash collections of Major Cashiering Stations must be deposited daily. Collection at Sub-cashiering Stations and other cash handling departments must be deposited at the designated Major Cashiering Station at least weekly or whenever collections exceeds \$500.00. Likewise, a deposit must always be made at the end of each calendar month, regardless of the amount collected as of that due date. All collections shall also be deposited by fiscal year end (June 30).
2. Checks and money orders must be payable at face value in U.S. dollars.
3. Overages and shortages in income must be reported separately. They are not to be cleared through change funds.
4. The Change Fund must be used for the purpose authorized and **NEVER** as a petty cash fund.
5. The Change Fund must be kept separate and must not be merged with any other funds.
6. Change Funds should never be used to fund personal use and should always remain on campus. Violations to this will result in the immediate recall of the Change Fund to Treasury Services.
- 7. The fund must be maintained with appropriate security, per UCLA's safe requirements that may be found in portal article 1004926.**
- 8. Please review UCLA's Policy 361 on Cash Handling Safety and Security.**
9. Any deviation from the outlined policies and procedures for the maintenance of the Change Fund may result in a recall of the fund.

Change Fund Audit

1. Periodic audits of the fund and methods of operation will be conducted by Treasury Services, Business and Finance Services, Internal Auditors, and/or External Auditors.
2. Auditors must show current credentials before the fund or records are relinquished for audit. The custodian should be present during the audit and should carefully observe the process because he/she will be asked to sign the audit report certifying to the findings and acknowledging return of the fund.
3. Treasury Services will also periodically distribute a *Change Fund Questionnaire* to verify the status and maintenance of the fund.

In the Event of Theft

1. The department should notify Campus Police immediately.
2. A letter from the department head requesting reimbursement of the fund must be sent to General Accounting including the following information:
 - a. Name of custodian
 - b. Change fund number
 - c. Amount of theft
 - d. Date and hour of theft
 - e. Circumstances involved
 - f. A copy of the police report assigned by Campus Police
 - g. Actions taken to prevent future occurrences
3. A request must be submitted, along with a letter, indicating Change Fund number, name of custodian, and proper departmental account to be charged.

Change Fund Forms

The following forms related to Change Funds are available on our website:

-Statement of Custodian's Responsibility for Change Funds

-Establishment/Increase Request

-Closure of Change Fund

-Reduction of Change Fund

-Transfer of Custody of Change Fund

Reference

1. Business and Finance Bulletin BUS-49, Cashiering Responsibilities and Guidelines
<http://www.ucop.edu/ucophome/policies/bfb/>
2. Accounting Manual, Cash and Banking Operation, C-173
<http://www.ucop.edu/ucophome/policies/acctman/>
3. UCLA's Policy 361: Cash Handling Safety and Security
<http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=361>
4. Instructions and Forms are available at:
<http://www.accounting.ucla.edu/>