

Before a Cash Change Fund is established, this form must be completed. Please see the Student Club Change Fund Procedures for guidance. If the request is accepted, the Change Fund Custodian must sign out the approved fundraising materials no earlier than one (1) day before the beginning of the Fundraiser.

The Change Fund Custodian is the club officer taking custody of the fundraising materials, typically the Treasurer.

Club Name: _____ Club Fund : CL_____

Custodian Name: _____ Student ID #: _____

Event Name: _____ Date(s)/Time of Event: _____

All Club Fundraising materials must be stored in the Cal Poly Humboldt Cashier's Office storage locker when not in use at the event. Alternative storage must be approved by the Cashier Manager.

Dollar Amount Requested: \$ _____ | Cash Box Requested? Y / N | Donation Box Requested? Y / N

Denominations: \$1:\$ _____ \$5:\$ _____ \$10:\$ _____ | Coin? Y / N : \$0.25: _____ \$0.10: _____ \$0.05: _____ \$0.01: _____

Your total for all of your bills and coin should equal your dollar amount requested.

Other Materials Requested: _____

Approval:

Treasurer Name: _____ Signature: _____

President Name: _____ Signature: _____

Advisor Name: _____ Signature: _____

Day of Event: Custodian Pick-up (Must present ID)

By signing below, I certify that I have read and will comply with the Change Fund requirements. I also understand that I will be responsible for the return of the change fund no later than 24 hours after the conclusion of the event.

Custodian Name: _____ Signature: _____ Date: _____

For Cashier's Office Use Only:

Cashier Manager : _____ Signature: _____ Date: _____

Amount Approved: \$ _____ Cash Box #: _____ Credit Card #: _____ Locker Color: _____ Return Date: _____

For A/P use only:

Check processed to Custodian: _____ A/P Tech Signature: _____ Date: _____

Return Check to Cashier's Office Chartfield: 101009 - _____