



COMPTROLLER'S OFFICE

ALABAMA A&M UNIVERSITY | www.aamu.edu | (256) 372-5205

Change Fund Request Form

This form is used to request a change fund from the Comptroller's Office. Complete the requested information below and submit to Accounts Payable in Patton Hall room 105 or Accounts.Payable@aamu.edu.

Request Information

Custodian Name: _____ ID Number: _____
 Email Address: _____
 Phone Ext: _____ Event Date: _____ Event Purpose: _____
 Check Date: _____ Check Number: _____ Check Amount: _____

Certification

I, _____, hereby acknowledge that I am the Custodian of the Change Fund referenced in the Check Number field above. These funds will be maintained in Building _____, Room _____.

I understand and agree that:

1. I am responsible for safeguarding and maintaining accountability for these funds and agree to keep personal funds separate and apart from the change fund.
2. Funds will not be used for any purpose outside the one indicated in the Event Purpose field above.
3. Funds must be returned according to the schedule below:
 - a. Football - Deposit funds after each game. Submit posting documents to the Cashier's Window the first business day following the game.
 - b. Basketball - Deposit funds after each season. Submit posting documents to the Cashier's Window the first business day following the last game.
4. I am personally liable for any breach of the above stipulations and agree that and hereby authorize any such breach to be withheld/deducted from my first available payroll check or direct deposit.
5. Upon my job reassignment or termination from the University, I agree to return these funds to the Comptroller's Office Cashier's Window located in Patton Hall Room 109 (next to room 105).

Requestor's Signature

Date