

# **Fort Hays State University**

## *Change Fund Procedures*

Listed below are the change fund procedures required by the Department of Administration Policy and Procedure Manual File #9100. It is imperative that these policies be strictly enforced.

1. Change funds are to be used exclusively for making change in receiving amounts due to the state. Change funds are authorized for official agency purposes only, and are not to be used for employee “check-cashing” or loan purposes or for petty cash fund uses.
2. Cash of the change fund is not to be commingled with funds of any employee, but is to be maintained in a businesslike manner in an approved location with adequate security.
3. The change fund must be counted at least once daily by the custodian and/or his alternate and a daily record maintained of all cash “long” or “short” transactions. (DA-76).
4. The custodian or his alternate will prepare a “Reconciliation of Change Fund” form DA-75 when:
  - a. Any shortage approaches \$100 (a reconciling entry to reimburse a change fund can not exceed \$100); however it is recommended that shortages of \$10 or more be replenished; or
  - b. As of June 30 of each year regardless of “Long” or “Short” condition. (The Business Office will send a memo to the custodian when the DA-75 is due since the completed form is to be retained in the Business Office for annual state audits.)
5. In order to replenish a change fund shortage, the custodian must send the Business Office a completed DA-75 and complete an IFAS purchase requisition (PR). Justification as to why the shortage occurred should be noted in the PR Notes along with the change fund # to be replenished. The Vendor on the PR will be Emprise Bank, the org key will be the department’s restricted fee account, and the object will be 55910. Also in the PR Notes, type “Call \_\_\_\_\_ at \_\_\_\_\_. SFS will cash the check and then notify the person that the cash is available in the Student Fiscal Services Office.
6. Any overages in the long/short fund of \$10 or more must be deposited back into the department’s account. A deposit slip should be completed and sent to Student Fiscal Services.
7. If the change fund needs to be increased or decreased, send a written justification to the Business Office explaining the purpose. Approval must be granted from Topeka of any increase or decrease in the change fund. After approval is received, the Business Office will notify the custodian.
8. Change funds are subject to surprise audits at any time by the FHSU internal auditor.
9. If you have any questions concerning these policies, contact Barbara Bieker at 4460 or Anna Debes at 4445.