

Temporary Change Fund

1. *Call the Main Cashier's Office at (530) 752-4581 to order the specific coin/currency amounts.*
2. *Complete the form below and bring it to the Main Cashier's Office.*
3. *Staff and picture identification of the person accepting the change fund must be presented.*

Custodian's name: _____

Department name: _____

CHANGE FUND:

\$50's _____ Quarters _____

\$20's _____ Dimes _____

\$10's _____ Nickels _____

\$5's _____ Pennies _____

\$1's _____

Total amount: \$ _____

Date the temporary change fund will be returned: _____

Date received: _____ Signature: _____

Date returned: _____ Signature: _____

*Account to be charged if the temporary change fund is not returned: _____

Signature of department head: _____ Date: _____

*If the departmental designee does not return the change fund, the Cashier's Office has the right to charge this account for the total of the fund.