



OFFICE OF THE BURSAR

(260) 481-6824 FAX (260) 481-5495

**Directions for Submitting a Change Funds Request**

- Please fill out the general information at the top of the form and describe the event or purpose the funds are needed for.
- Indicate whether change boxes or lockable zipper bags are needed as well. Any combination style boxes will be set to “0-0-0.”
- Specify denominational break down and total of the request.
- Print form and obtain signatures from Department Head and Business Manager.
- Completed form can be submitted by mailing to the Bursar’s Office G57, faxing to 260-481-5495, or scanning and emailing to [bursar@pfw.edu](mailto:bursar@pfw.edu)
- Please bring a photo I.D. when picking up requested funds and allow time to count currency.

## Change Funds Request Form

Date and Time Funds to be Available: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Department Requesting Funds: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Person Picking Up Funds: \_\_\_\_\_

Event or Purpose of Change Funds:

Change box needed? Yes\_\_\_\_ No\_\_\_\_

(Any combination boxes will be set to "000.")

How many lockable zipper bags are needed? \_\_\_\_\_

APPROVED BY:

Business Manager\_\_\_\_\_

Department Head\_\_\_\_\_

Hundreds	
Fifties	
Twenties	
Tens	
Fives	
Ones	
Quarters	
Dimes	
Nickels	
Pennies	
<b>Total</b>	

*To Be Completed When Picked Up*

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I hereby acknowledge receipt of the above indicated change funds, have verified the total currency, and accept my responsibility to return it to the Bursar's office as soon as possible following the event/activity it is intended for. Any funds unaccounted for will be the responsibility of the borrowing department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Individual Picking Up Funds*