

Memo

To: ALL University Departments
From: The University Cashier's Office
Subject: Change Order Procedures

***Effective immediately, please begin using the attached change order request form.**

Please note that we are asking that the form be faxed no later than 10:00 a.m. This process will ensure that all change orders are processed timely and accurately.

We appreciate your assistance in implementing this change. Please feel free to contact Patsy Hudson @ #2-4097 or Pam Canady @ #2-4092 if you have any questions or concerns.

Thanks,
University Cashier's Office

• • University Cashier's Office • •

Change Order Request Form

(Please fax your request no later than 10:00am to #2-9062)

Pick up time requested: _____

Today's Date: _____ Department: _____

Total Dollar Amount Provided: \$ _____

<u># of BILLS</u>	<u>Amount</u>	<u># of rolls COINS</u>	<u>Amount</u>
_____ Ones	\$ _____	_____ Quarters @ \$10 each	\$ _____
_____ Fives	\$ _____	_____ Dimes @ \$5 each	\$ _____
_____ Tens	\$ _____	_____ Nickels @ \$2 each	\$ _____
_____ Twenties	\$ _____	_____ Pennies @ \$.50 each	\$ _____
		_____ Other	\$ _____
			Total \$ _____

Requested By: _____

Campus Phone #: _____

***Please call #2-6969 to confirm fax was received by Cashier.
If there is no answer, please call #2-6693***

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This section is for the University Cashier's use only

• Total Dollar Amount Accepted by the Cashier: \$ _____

• Total Dollar Amount Given to the Dept.: \$ _____

Date Completed: _____

Verified By Cashier: _____

2nd Verification By: _____