

## Instructions for Imprest Cash Fund and Change Fund Request Form

Complete this form along with a Banner Direct Payment Form to establish a departmental cash fund or to increase an existing cash fund.

1. Indicate on the form if the department is requesting/increasing an imprest cash fund or a change fund.

2. Complete the following fields:

Department Name

Amount Requested

Fund Code

Organization Code

Fund Custodian Name (must agree with the Payee name on the Banner Direct Payment Form)

3. Provide a business purpose as to the business need of the cash and explain why a Procard cannot be used.

4. Complete the following fields:

Change/Imprest Fund Effective Date

Physical Location (Bldg/Room #) - where is the money

Department Head Approval – signature is required

Date

5. Send the completed form along with a completed Banner Direct Payment Form via campus mail to Financial Services-Compliance Management, Mailstop 203.

**Note:** Accounts Payable will notify the Fund Custodian when the check is available for pickup. The Fund Custodian will complete and sign the last section of the form when the Fund Custodian picks up the check.