

CHANGE FUND REQUEST FORM

Purpose:

Used to request the establishment or modification of a change fund. For guidance, see the County Auditor Accounting Procedures Manual regarding Change Funds which can be found at <http://www.epcounty.com/auditor/forms.htm>

Action Requested:

<input checked="checked" type="checkbox"/>	Request New Change Fund	<input type="checkbox"/>	Increase/Decrease amount of Change Fund
<input type="checkbox"/>	Return a Change Fund	<input type="checkbox"/>	Change Custodian of Fund

For New Change Funds Only:

Custodian Name:	Lisa Wise
Department Name:	Elections Department
Location:	El Paso County Courthouse: 500 E. Overland, Suite 314 El Paso, Texas 79901
Amount Requested:	100.00 (in ones, fives and tens)
Date Needed:	March 15, 2019

Purpose for request of change fund:

We need to have change on hand since our department can not accept credit cards

For Change Fund Modifications Only:

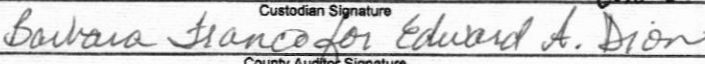
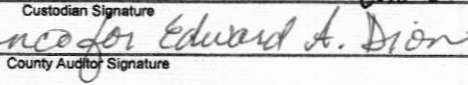
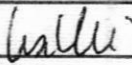
Custodian Name:	
Department Name:	
Location:	
New Custodian (If Applicable):	
Amount Returned Increased/Decreased	

Explanation for Modification (Please attach all supporting documentation):

All funds must be available for unannounced audit:

Funds are to be available for unannounced audit by properly identified personnel from the County Auditor's office. Change funds used for making change must consist of cash in the authorized fund amount; those used in conjunction with a cash register must consist of cash in the authorized fund amount plus any daily receipts.

Certification & Authorizing Signatures

<div style="text-align: center;">  Custodian Signature </div> <div style="text-align: center;">  County Auditor Signature </div>	<div style="text-align: center;">  Date 9/10/19 </div> <div style="text-align: center;"> Date 9/5/19 </div>
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