

Canutillo Independent School District

Change Fund Request

		Section A	١				
Se	ction A is completed	by Sponsor/Individ	ual requesting	the cha	ange fund.		
Requestor Name:					Date: _		
Campus Activity (Rea	son for Change Fund	d Request):					
Date Change Fun	d Will Be Used:						
Requestor Signature		Date	Campus Office Manager /				Date
			Business Agent				
		Section B	3				
Section B	is completed by Offi	ice Manager/Busine	ess Agent wher	n chang	ge fund is i	issued.	
Data Change Fundia	1						
Date Change Fund is Issued:			Amount of Ch Fund Issue		\$		
issueu.	<u> </u>	•	1 unu issue	su. į	Ψ		
Requestor Receiving	Signature	Date	Funds Issued Sig		ature		Date
	- 19.1	2 3.113	Office Manager/Business Agent				2 5.115
OURDENOV							
CURRENC	<u>r</u>	ROLLED C	OINS	F		OSE COI	NS
\$1.00		\$0.01	+	_	\$0.01		
\$5.00		\$0.05	+	F	\$0.05		
\$10.00		\$0.10	+	F	\$0.10		
\$20.00		\$0.25 \$0.50	+	F	\$0.25 \$0.50		
\$50.00 \$100.00		\$1.00			\$1.00		
TOTAL		TOTAL	+	F	TOT.	ΔΙ	
TOTAL		TOTAL		L	101.	AL	
CHANGE FUND	MUST BE RETURN	NED TO BUSINESS	S OFFICE WIT	HIN 24	HOURS	OF ACTIV	/ITY
		Section C	;				
Section C	is completed by Offic	ce Manager/Busines	ss Agent when	change	e fund is re	eturned.	
	7						
Date Change Fund is			Amount of Ch		ተ		
Returned:	<u></u>		Fund Return	ned:	\$		
Requestor Returning	Signature	 Date	Funds Rece	ived Si	anature		Date
Trequestor returning t	Signature	Date		Funds Received Signature Date Office Manager/Business Agent			
	_		—————	JCI/DUSII	noss Agent	•	
CURRENCY		ROLLED C	OINS				NS
\$1.00		\$0.01			\$0.01		
\$5.00		\$0.05			\$0.05		
\$10.00		\$0.10			\$0.10		
\$20.00		\$0.25			\$0.25		
\$50.00		\$0.50			\$0.50		
\$100.00		\$1.00			\$1.00		