



Northshore  
School District

Business Services-Accounting

3330 Monte Villa Parkway  
Bothell, WA 98021

## CHANGE FUND AUTHORIZATION

Change funds are to be used as start-up change for an event. Change funds must never be created by holding back event receipts. No expenses may ever be paid from event receipts.

School/Department \_\_\_\_\_ Date Requested \_\_\_\_\_

Check Payee (Employee Name) \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Date Needed \_\_\_\_\_ Event Date \_\_\_\_\_

Event Change Fund Used For \_\_\_\_\_

**ASB Fund**      2-digit School Location Code (LL1200.5)      **General Fund** (Student Stores, Book Fairs, Pop Keeney)

How do you want to receive the check for change funds?

Send check to payee      Send check to ASB Bookkeeper      Send check to Office Manager      Hold check for pick-up

Return of change funds:

Funds will be included in the event receipts deposit (Pop Keeney gate receipts only)

Funds will be returned to the Bookkeeper/Office Manager at the completion of the event

By signing below, I agree to take responsibility for the change fund requested above and follow district procedures for cash handling. I agree to keep funds safeguarded and secure. If funds are lost or stolen, I will immediately notify my school/department administrator.

\_\_\_\_\_  
Requestor Signature (check payee)      Date

\_\_\_\_\_  
Principal/Administrator Signature (or ASB Coordinator if ASB Funds)      Date

\_\_\_\_\_  
Student Representative Signature (Secondary, if using ASB funds)      Date

\*Bookkeeper/Office Manager: IF funds are not deposited with gate receipts, complete information below:

Amount Received \$ \_\_\_\_\_ *Use LL1200.2 when depositing ASB; 10.9204 for General Fund*

Receipt Number \_\_\_\_\_ *Attach cash receipt*

**Business Services Department Use Only:**

Account Code:

IP Ck/RF Ck#:

Check Date: