

Before a Cash Change Fund is established, this form must be completed. Please see the Student Club Change Fund Procedures for guidance. If the request is accepted, the Change Fund Custodian must sign out the approved fundraising materials no earlier than one (1) day before the beginning of the Club Fundraiser.

The Change Fund Custodian is the club member taking custody of the fundraising materials, typically the Treasurer.

Club Name: _____ Club Fund #: _____

Custodian Name: _____ Student ID #: _____

Event Name: _____ Date(s)/Time of Event: _____

Purpose of Materials: _____

All Club Fundraising materials must be stored in the Cal Poly Humboldt Cashier's Office storage locker when not in use at the event. Alternative storage must be approved by the Cashier Manager.

Dollar Amount Requested: \$ _____ | Cash Box Requested? Y / N | Credit Card Terminal Requested? Y / N

Other Materials Requested: _____

Approval

Treasurer Name: _____ Signature: _____

Advisor Name: _____ Signature: _____

Cashier Manager/Supervisor: _____ Signature: _____

Custodian will sign for the fundraising materials at the Cashier's Office on _____. (Must present ID)

⇒ *By signing below, I certify that I have read and will comply with the Change Fund requirements. I also understand that I will be responsible for the return of the change fund no later than 4 days of the conclusion of the event.*

Custodian Name: _____ Signature: _____ Date: _____

⇒ *I acknowledge that if the credit card terminal is not returned or is returned damaged, the cost (\$753.00) of the credit card terminal will be charged to my club trust account. I also understand that the credit card terminal must be returned promptly to the Cashier's Office locker following the conclusion of the event.*

Custodian Name: _____ Signature: _____ Date: _____

Cashier Office Use Only:

Amount Approved: \$ _____ Credit Card #: _____ Locker Color: _____ Return Date: _____