

**Change Fund Authorization/Revision Request**

**Annual Reporting of Authorized Change Fund Cash On-Hand**       **N/A**

I, \_\_\_\_\_, hereby certify that the Northshore Technical Community College  
\_\_\_\_\_ has an authorized change fund in the amount of \$\_\_\_\_\_,  
and the balance on hand of the change fund cash is \$\_\_\_\_\_.

**Request for Revision in Change Fund Cash Authorization**       **N/A**

The \_\_\_\_\_ Campus of the Northshore Technical Community College is  
requesting a \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for the change fund  
previously approved for this campus. If approved, the authorized change fund amount for the  
\_\_\_\_\_ Campus will be \$\_\_\_\_\_.

**Request for Change Fund Cash Authorization**       **N/A**

The \_\_\_\_\_ Campus of the Northshore Technical Community College is requesting  
authorization for \$\_\_\_\_\_ in change funds for limited uses in accordance with the NTCC  
change fund policy. The Change Fund Custodian will be \_\_\_\_\_. The  
estimated uses of the change fund are \_\_\_\_\_  
\_\_\_\_\_. The campus will follow all NTCC policies  
related to the change fund and cash handling; and use the funds only for authorized purposes.

***Approvals:***

|                                    |   |      |
|------------------------------------|---|------|
| Campus Dean                        | Change Fund Custodian                       | Date |
| College Petty Cash Fund Officer    | Director of Accounting                      | Date |
| Change Fund Custodian's Supervisor | Vice Chancellor of Finance & Administration | Date |