

**Snoqualmie Valley School District #410  
Change Fund Authorization**

Change funds are to be used as start-up change for an event. Change funds must not be created by holding back event receipts. No expenses may ever be paid from event receipts.

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

Amount Requested \$ \_\_\_\_\_

Check Payable to (Name) \_\_\_\_\_ Date Needed \_\_\_\_\_

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

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

Send check to Payee

Send check to ASB Bookkeeper

Hold check for pickup

Return of change fund \*

Funds will be included in the event receipts deposit

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 (Named) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal or ASB Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Student Representative Signature (Secondary, If Applicable) \_\_\_\_\_ Date \_\_\_\_\_