### Policy: Change Orders

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| Financial Affairs Department | Bursar’s Office Policies and Procedures |

#### Policy

The University permits campus offices to request change orders if this change is necessary to conduct departmental business. A change order is requesting the same amount of money you are giving, but in different denominations.

#### Procedure

All requests for change should be written up on a “Coin/Currency Order” slip. This slip should be clipped to the cash and hand delivered in a locked bag to the Bursar’s Office Cashiers.

The cash will be counted and a tape of the requested funds run and attached to the coin/currency slip. Two tellers count and verify each coin/currency order and lock it in the bag for pick up.

The Bursar’s Office will process change orders between 9:00 a.m. and 12 noon.