



Policy: Change Orders

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Financial Affairs Department
Bursar's Office Policies and Procedures

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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 breakdown.

Procedure

All requests for change should be written up on a "Coin/Currency Order" slip. The amount of change requested on the slip must equal the amount of money attached to the slip. The financial teller counts the money attached to the request. If what is counted is the same as the total listed on the request slip, the teller then counts out the amount of change requested. Another teller then recounts the entire order. If both counts are the same, the change is then given to the requestor to count before leaving the Bursar's Office.

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