



## Requesting a Department Working (Change) Fund

*This guide will cover:*

- *Location of Presidential Directive for Receipt and Handling of University Funds*
- *Procedures for a department requesting a temporary cash loan (i.e., for an event)*
- *Procedures for a department requesting a permanent working fund*

### Step One

#### Presidential Directive 3-1993-1

To ensure the receipt and handling of funds on behalf of the University are in accordance with policies and procedures set forth, please review the PD3-1993-1.

Location: <http://www.uwyo.edu/regs-policies/>

All funds of the University of Wyoming are public funds, intended to help accomplish the mission of the University and its units. It is the responsibility of all employees to safeguard University assets. It is the responsibility of all officers, deans and department heads to ensure that adequate internal controls within their units exist and are observed. (Source: Revised June 30, 2017)

### Option 1

#### Requesting a Temporary Cash Loan for the Purpose of Making Change

To request cash in order to make change (i.e., for an event) follow the below process and guidelines:

- Send by email ([cashiers@uwyo.edu](mailto:cashiers@uwyo.edu)), regular mail or deliver in person a letter signed by the signing authority of the department including:
  - Nature/purpose of the temporary working fund (loan)
  - Date of pick-up
  - Date of repayment
  - Name of person who will be picking up the money
- The person signing the letter should not be the person picking up the money, if at all possible.
- The person picking up the money must present a photo ID and sign for the money
- The person picking up the money is responsible for the money
- Once the letter is submitted, the Cashier's Office will notify the requester when the funds are ready to be picked up



If change is required in exchange for cash (i.e., twenties in exchange for fives), no procedure is necessary, unless the amount of change is unusual; in that case, please call or email the cashiers office in advance to make sure they have the denominations on hand.

## Option 2

### Requesting a Permanent Working (Change) Fund

A permanent working (or change) fund may be established if it can be demonstrated that a department needs cash on hand to make change during the process of a sales transaction.

The following procedures are derived from Presidential Directive 3-1993-1, Appendix C:

The establishment of a permanent working (change) fund must be specifically approved by the Cashier's Office. To request a permanent working fund, submit a request signed by the department head containing the following information:

- Name of department requesting the fund.
- The location where the fund will be secured.
- Description of sales transactions requiring change to be given.
- The name of the employee responsible for the fund.
- The amount of working fund requested.
- An acknowledgment that the department head and the responsible employee understand the required internal control structure and agree to abide by it in order to properly protect and account for the fund.

If approved, the Cashier's Office will contact the responsible employee for completion of a Cash Advance Form and provide training. Annually, the Cashier's Office will contact responsible employees to renew and verify the need for the permanent working funds.

**You have completed the steps for requesting a temporary cash loan or permanent working fund**