



Change Fund Request

Section A

Section A is completed by Food Service Manager requesting the change fund.

Requestor Name: Dalilah Salinas

Date: 08/14/2018

Reason for Change Fund Request:

\$100.00 Start up funds - Tornillo Elementary High School

Date Change Fund Will Be Used:

08/15/2018

Requestor Signature

Date

Executive Director of
Finance Signature

Date

Section B

Section B is completed by Food Service District Manager when change fund is issued.

Date Change Fund is
Issued:

Amount of Change
Fund Issued:

\$

Cafeteria Manager Signature

Date

Funds Issued Signature Food
Service District Manager

Date

CURRENCY

\$1.00	81	81.00
\$5.00		
\$10.00		
\$20.00		
\$50.00		
\$100.00		
TOTAL	81.00	

ROLLED COINS

\$0.01		
\$0.05	2	4.00
\$0.10	1	5.00
\$0.25	1	10.00
\$0.50		
\$1.00		
TOTAL		19.00

LOOSE COINS

\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		

Section C

Section C is completed by Food Service District Manager when change fund is returned.

Date Change Fund is
Returned:

Amount of Change
Fund Returned:

\$

Cafeteria Manager Returning Signature

Date

Funds Received Signature
Food Service District Manager

Date

CURRENCY

\$1.00	
\$5.00	
\$10.00	
\$20.00	
\$50.00	
\$100.00	
TOTAL	

ROLLED COINS

\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		

LOOSE COINS

\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
TOTAL		