

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-12
Change Fund

Any office having to make change must establish a "change fund" which must be kept in a secure place. This fund shall not be used for petty cash. A written request must be made to the Vice President for Finance for the establishment of a "change fund".

Reviewed by: R. Dean Lewis - Vice President for Finance & Operations – 11-01-08
Next review: 2/1/10