

**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:** Amanda Withers – Assistant Vice President for Finance & Controller

Jennifer Jones - Associate Controller

**Next review:** 8/31/2026