

# TEXAS A&M UNIVERSITY CHANGE ORDER REQUEST

(Updated 6/18)

For SBS use only  
 TO: Wells Fargo Vault  
 DATE/TIME: \_\_\_\_\_  
 Confirmation #: \_\_\_\_\_

**Offsetting Deposit slip #:** \_\_\_\_\_  
 (required – SBS will not approve without it)  
**vpfa-sbs-processing@exchange.tamu.edu**

<u>CURRENCY</u>	<u>AMOUNT</u>	<u>COIN</u>	<u>AMOUNT</u>
HUNDREDS	_____	SUSAN B'S	_____
FIFTIES	_____	HALVES	_____
TWENTIES	_____	QUARTERS	_____
TENS	_____	DIMES	_____
FIVES	_____	NICKELS	_____
ONES	_____	PENNIES	_____
LOOSE	_____	LOOSE	_____
<i>TOTAL CURRENCY</i>	_____	<i>TOTAL COIN</i>	_____
		<b>TOTAL CASH AMOUNT</b>	_____

\_\_\_\_\_  
 Authorized Signature for department

\_\_\_\_\_  
 Printed Name

I understand my department's internal cash controls and that a deposit must be made within 24 hours in the same amount as the Change Order Request.

**DEPARTMENT TO DELIVER TO (check one):**

VMTH Admin Bldg 508 Rm 101B  
 SOFC

Athletic Business Office  
 Other \_\_\_\_\_

Transportation/Parking

For SBS and FMO use only

\_\_\_\_\_  
 Signature of Student Business Services Director

\_\_\_\_\_  
 Date

Prepaid Voucher: Screen 109 (Payfile #)  
 Vendor: 14603819950 Voucher: \_\_\_\_\_ Type: 6 Dept Ref: \_\_\_\_\_ - \_\_\_\_\_

Inv Date: \_\_\_\_\_ Order Date: \_\_\_\_\_

Description: \_\_\_\_\_ Cashiers Cash Order IC: R RSN: NI  
(Deposit Slip #)

Account # 001003 Object Code: 1120 Bank: 04060

Item Amount: \_\_\_\_\_ Inv Rec Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature – Voucher Auditor

\_\_\_\_\_  
 Date