

TEXAS A&M UNIVERSITY CHANGE ORDER REQUEST

(Updated 5/06)

For SBS use only
 TO: Wells Fargo Vault
 DATE/TIME: _____
 ORDER NO.: _____

Offsetting Deposit slip #: _____
 (required – SBS will not approve without it)
GSC, Suite 2801 Fax: 458-3961

| <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> | _____ |
| | | TOTAL CASH AMOUNT | _____ |

 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):

- | | | |
|---|---|---|
| <input type="checkbox"/> GSC-2801 | <input type="checkbox"/> Rec. Sports | <input type="checkbox"/> Athletic Business Office |
| <input type="checkbox"/> Special Events – MSC | <input type="checkbox"/> Transportation/Parking | <input type="checkbox"/> Easterwood Airport |
| <input type="checkbox"/> SOFC | <input type="checkbox"/> MSC – Rm 221 | <input type="checkbox"/> Other _____ |

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