Northview Athletic Association

Cash On Hand (COH) or Change Fund Request Form

Use of this form: To request creation of a petty cash or change fund.

A COH fund is a relatively small amount of cash held by a sport Treasurer or Director to pay for small, incidental expenses when another form of payment (purchase order, check) is not appropriate or expedient. Such transactions typically include purchase of small items such as supplies, stamps or team meals.

A change fund is an amount of cash held for the sole purpose of making change for customer sales, including merchandise, programs, parking fees, and concessions.

COH cash and change funds are the personal responsibility of the fund holder, and the fund holder could be required to personally pay for any fund misuse or loss. The top portion of this form should be completed and approved by the NAA Treasurer or Booster President.

This application is for establishing or increasing (circle one) COH Fund or Change Fund.

Sport: _____Requesting Party Name_____Title:_____

Requesting Party email address: _____ Phone _____

Amount Requested: Change Fund ($80 total: Quarters@$20 7/$5 = $35 and 25/$1 = $25)
COH Cash ($150) COH Cash ($225) COH ($300)

_____ _____
Approval Signature Date

_____
Printed Name of Approving Signature

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Receipt for Funds – Petty Cash or Change Fund

I, Fund Acceptor, agree to abide by NAA policies and procedures for COH cash and change funds, and I understand and accept that I am personally responsible for these funds.

This fund will be needed from _____date to _____date.

Funds will be kept at the following address: _____

_____ _____
Fund Acceptor Signature Delivered by

_____ _____
Witness Signature (confirming amount indicated) Date

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COH cash/change returned by (sign) _____Date_____

_____ _____
Bookkeeper Signature Witness Signature (confirming amount above)