

CASH PURCHASE OR CHANGE FUND AUTHORIZATION

DGS OFS 1002 (Rev. 08/2018)

SECTION A - CUSTODIAN INFORMATION

CUSTODIAN NAME	OFFICE CONTACT PHONE NUMBER
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OFFICE NAME

OFFICE ADDRESS	CITY	STATE	ZIP CODE
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SECTION B - ACTIVITY (Select Appropriate Boxes)

ESTABLISH NEW FUND Cash Purchase Change Fund	CHANGE AMOUNT OF FUND	AMOUNT	
		CURRENT AMOUNT	NEW AMOUNT
		EFFECTIVE DATE	
RETURN FUNDS TO ACCOUNTING Close Fund		CURRENT FUND AMOUNT	
		TOTAL RECEIPTS ATTACHED & STD 439's	
		CHECK ATTACHED FOR CASH ON HAND	

SECTION C - ACCOUNTING CHARTFIELD

BUSINESS UNIT	FUND	ENY	ACCOUNT	PROGRAM	PROJECT	REPORTING STRUCTURE

SECTION D - RELEASE CHECK (Select Appropriate Box)

Mail to Office

Office Pickup at DGS Check Pick-up Window - 10th Floor

SECTION E - AUTHORIZATION (I certify that the foregoing is true and correct)

CUSTODIAN SIGNATURE	DATE
AUTHORIZED NAME (Per DGS OFS 1001)	SIGNATURE
	DATE

SECTION F - ACCOUNTING USE ONLY

CHECK RELEASED BY	DATE	CHECK NUMBER	CHECK DATE
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Note: The Cash Purchase or Change Fund Custodianship cannot be transferred. Per [State Administrative Manual \(SAM\) Section 8111.2](#), Custodian will be personally responsible for the amount advanced from the Office Revolving Fund.

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INSTRUCTIONS

The Cash Purchase or Change Fund Authorization form is used by the DGS Offices/Agencies to setup/establish a fund, to change the amount of the current fund, and to close/return the fund to DGS Accounting or Contracted Fiscal Services (CFS).

Cash Purchase Fund (used to purchase goods/services and obtain receipts to replenish fund).

Change Fund (used to setup money for a cash drawer to make change only).

Section A:

Custodian Name	Enter name of Custodian.
Contact Phone Number	Business contact phone number including area code.
Office Name	Name of Office setting up the fund.
Office Address	Office mailing address.

Section B:

Establish New Fund or Change Amount of Fund	Please check the appropriate box to Establish a New Fund or Change Amount of Fund and select 'Cash Purchase or Change Fund'.
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- Enter amount only if establishing a new fund.
- Enter current amount and new amount if changing amount of fund.
- Enter effective date.

Return Funds to Accounting and Close Fund	Check this box to return the funds to DGS Accounting or Contracted Fiscal Services (CFS) and Close Fund.
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- Enter the current amount.
- Enter the total receipt amounts (requires the STD 439 Disbursement Voucher for each supplier receipt).
- Enter the amount of the check to return the cash on hand portion of the closed fund. Personal check may be used. Note: the receipts and check must equal the current fund amount.

Section C:

Accounting Chartfields	Enter the FI\$Cal expense code for which this expenditures will be charge to.
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Section D:

Release Check	Check the appropriate box for the check to be mailed to your Office or to be picked up at the Business Service Office.
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Section E:

Custodian Signature and Authorization	By signing this form, the Custodian takes personal responsibility for the reimbursement of any losses to the fund.
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Print the authorized name and obtain authorized signature and date.

Note: the authorized signature must have DGS OFS 1001 Document Approval & Security Authorization on file to establish, to make changes, and to close the Cash Purchase or Change Fund amount.

Note: Client Agencies need to submit the completed form by clicking the **CFS Submit** button or email to CFSAP@dgs.ca.gov and DGS Program Offices need to submit the completed form by clicking the **SRF Submit** button or email to SRFFiscalServices@dgs.ca.gov.