OLD DOMINION UNIVERSITY ACCOUNTS PAYABLE PROCEDURE MANUAL

Title: Departmental Change Fund Policy and Procedures

Procedure: 6 -820

A. PURPOSE

The purpose is to define the University policy and procedures regarding the proper authorization and maintenance of a Departmental Change Fund.

B. DESIGNATED STAFF

Accounts Payable Audit Supervisor Accounts Payable Travel Supervisor Accounts Payable Travel Processor Accounts Payable Auditor Departments on campus with a change fund

C. PROCESSING CYCLE

As needed

D. REQUIRED RESOURCE MATERIALS

Letter of Acknowledgement of Responsibilities (Exhibit 1)

E.

REVISED 4/2023 Page 1

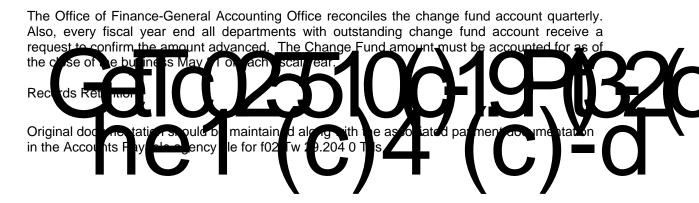
OLD DOMINION UNIVERSITY ACCOUNTS PAYABLE PROCEDURE MANUAL

OLD DOMINION UNIVERSITY ACCOUNTS PAYABLE PROCEDURE MANUAL

Title: Departmental Change Fund Policy and Procedures

Procedure: 6 -820

- 4. Unauthorized removal of change funds from University property.
- Q. Year End Requirement and Reconciliation



REVISED 4/2023 Page 4

OLD DOMINION UNIVERSITY ACCOUNTS PAYABLE PROCEDURE MANUAL

Title: Departmental Change Fund Policy and Procedures

Procedure: 6 -820

EXHIBIT 1



_ OLD UNIVERSITY

REVISED 4/2023 Page 5