

Los Angeles Unified School District
Food Services Division

TURNOVER OF CHANGE FUND
FOR THE SCHOOL CAFETERIA

This certification documents the turnover of the school cafeteria's Change Fund to a new change fund custodian.

Change Fund Total

\$ _____

School Name: _____ Fund Center: _____

Outgoing change fund custodian name: _____

Receiving change fund custodian name: _____

CERTIFICATION OF RECIPIENT:

I certify that I received the change fund stated above for the cafeteria's change fund. I understand that I am responsible for the change fund and will maintain cash in the cafeteria equivalent to the Change Fund Total at all times.

Signature Job Title Employee Number Date

CERTIFICATION OF TURNOVER:

I certify that I turned over the amount of change fund stated above to the recipient shown. I understand that I am responsible for any amount of change fund on records that may be over and above the amount stated and shall clear such balance within 5 business days.

Signature Job Title Employee Number Date

Distribution:

- Original or Copy 1 – Imprest Fund Custodian / Café Fiscal Support 26th Fl, Beaudry
- Copy 2 – School Cafeteria file
- Copy 3 – Outgoing Change fund Custodian