

**Cedar Rapids Community School District
Change Order Request Form**

School: _____ Date: _____

Requested by: _____ Phone: _____

Event: _____

Event Date(s): _____ to _____

NOTE: Please Submit Change Order Form to Cash Desk in Accounting a minimum of 5 Business Days Prior to Event. Form can be emailed, as long as original is sent in as well.

**** Change orders over \$250.00 need prior approval from the Manager of Accounting. ****

Authorized by: _____

Title/Date: _____

Authorized Signature Required from the Facility/Department Administrator

<u>Bills – Coins</u>	<u>Quantity</u>	<u>Total Amount</u>	
\$20.00	_____	_____	
\$10.00	_____	_____	
\$ 5.00	_____	_____	
\$ 1.00	_____	_____	
\$ 0.25	_____	_____	\$10 increments for quarters
\$ 0.10	_____	_____	\$5 increments for dimes
\$ 0.05	_____	_____	\$2 increments for nickels
\$ 0.01	_____	_____	\$2 increments for pennies
Total		\$ _____	

NOTE: Change (coins) can only be ordered in increments of rolls.

<u>Accounting Department</u>	Notes:
US Bank Order #: _____	Balance Sheet Account for
Date Submitted to US Bank: _____	US Bank: 103-001
Date Received from US Bank: _____	

(Person requesting Change Order will be notified to pick up)

Received by: _____

Date: _____