



**Controller's Office  
Change Fund Reconciliation Form**

CHANGE FUND DETAIL				
DEPARTMENT NAME		CUSTODIAN NAME		CHANGE FUND STATUS
RECONCILIATION DATE		APPROVED CHANGE FUND AMOUNT		CLOSE
OPERATING UNIT	DEPT	FUND	CLASS	MAINTAIN

CURRENCY ON HAND		
CURRENCY	QUANTITY	TOTAL
PENNIES	0.01	
NICKELS	0.05	
DIMES	0.10	
QUARTERS	0.25	
ONES	1.00	
FIVES	5.00	
TENS	10.00	
TWENTIES	20.00	
FIFTIES	50.00	
HUNDREDS	100.00	
		TOTAL

Total Reconciled Change Fund

Total Approved Change Fund Per Above

Variance\*

\*For any variance, please contact the Controller's Office for resolution at TREASURY@mailbox.sc.edu.

By signing below, we certify the change funds were counted by the custodian as witnessed by the department head. Additionally, we certify the funds are kept in a secure location.

**CUSTODIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT HEAD NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Controller's Office Use Only:**

Reviewed by: \_\_\_\_\_

Review Date: \_\_\_\_\_

Follow-up or  
action needed: \_\_\_\_\_