

Request To Change Fund Manager Form Instructions

Fund Manager must complete BANNER training prior to completing request change form

- #1 Complete fund name and fund code to be changed.
- #2 Print fund manager's name and effective date of change.
- #3 Download and read Trust Fund Spending Guidelines.
- #4 Read certifications.
- #5 Certify understanding and willingness to comply by signing as fund manager.
- #6 Alternate fund manager has authority to approve requisitons or disbursements.
- #7 Immediate supervisor of the Fund Manager must approve the request for change.
- #8 Send **completed original** form to Financial Reporting for final approval of the fund manager. #9
Attach list signed by immediate supervisor and fund manager for requests exceeding 6 funds.

