

# Change Order/Money Transfer

This form should be used for change transfers to/from Finance, or between trading areas.

**TOTAL COLLECTED AND RECEIVED MUST BE EQUAL**

Collect from Finance

Transfer between depts

Collecting Department: \_\_\_\_\_

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

Other Department: \_\_\_\_\_  
if not Finance

## Money Collected From Finance/Other Dept.

	£	p
£20		
£10		
£5		
£2		
£1		
50p		
20p		
10p		
5p		
2p		
1p		
<b>Total</b>		

## Money Received Into Finance/Other Dept.

	£	p
£20		
£10		
£5		
£2		
£1		
50p		
20p		
10p		
5p		
2p		
1p		
<b>Total</b>		

Signed (on behalf of collecting dept.) \_\_\_\_\_

Signed (by Finance/other dept.) \_\_\_\_\_

Checked (FINANCE USE ONLY.) \_\_\_\_\_

Leeds University Union.

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