

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

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4. Unauthorized removal of change funds from University property.

Q. Year End Requirement and Reconciliation

The Office of Finance-General Accounting Office reconciles the change fund account quarterly. Also, every fiscal year end all departments with outstanding change fund account receive a request to confirm the amount advanced. The Change Fund amount must be accounted for as of the close of the business May 31 of each fiscal year.

Records Retention

Original documentation should be maintained along with the associated payment documentation in the Accounts Payable Agency file for f021fw 19.204 0 This

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EXHIBIT 1

