

Orders placed by 9am Tuesday can be picked up after 11am Wednesday.  
 Orders placed on Tuesday after 9am can be picked up the Wednesday of the following week after 11am.



**BALL STATE  
UNIVERSITY**

**This form must be emailed to asksfs@bsu.edu  
 Subject Line: Change Order Request**

**CHANGE MEMORANDUM**

Dept:
Preparer:
Date:
For SFS Use Only
Filled By:
Received By:

**CHANGE REQUESTED**

Tens	\$
Fives	\$
Ones	\$
	\$
Quarters	\$
Dimes	\$
Nickles	\$
Pennies	\$
	\$
Total Requested	\$

# Change Order Request and Pick-Up Instructions

## Change Order Request and Pick-up Instructions

-Change orders will be filled on Wednesdays

-Place orders by 9:00 a.m. on Tuesday can be picked up after 11:00 am on Wednesday.

•Orders placed after 9:00 a.m. Tuesday will be available after 11:00 Wednesday of the following week.

•Orders not picked up by the Monday after the order was filled will be put back into our revolving fund for filling other orders.

-Due to our limited amount of cash on hand, the following limits apply to each change order:

- Quarters \$200
- Dimes \$50
- Nickels \$20
- Pennies \$5
- One's \$200
- Fives's \$200

**-If you need more than these amounts, contact any of the First Merchant Bank branches and make the request through the branch instead of SFS.**

**- To Place your Change Order Complete the order form found at <https://www.bsu.edu/about/administrativeoffices/student-financial-services/> resources and email to [asksfs@bsu.edu](mailto:asksfs@bsu.edu)**

**- For Residence Halls: The residence hall name, not HRL, should be used in the Dept box to identify the order at time of pick up.**

**- Please remember to conserve the coin you collect!**

When bringing coin to SFS make sure it is rolled and has the following information:

Write the department name and phone number on each roll. This is needed in case their is an issue

Student Financial Services office closes at 4:45 p.m. during the fall and spring semesters and 3:45 during summer hours, so please plan accordingly.

Drop off locked bags with deposits and petty cash vouchers in the secured SFS Express drop box, which is located next to B34 in Luncina Hall and they will be processed the next day.