

CASH BAG or BOX REQUEST

When requesting a cash box, please allow (3) three business days to guarantee timely processing. (e.g. for a Monday Bake Sale you would need to turn your request in no later than Wednesday the week before.) Return this request form and pick up and return box and/or cash at the University Activities Office, Student Center, L104, between the hours of 8:00 am and 4:30 pm. There is no after-hours drop box.

Cash Cash Box Only Cash Box w/Start-up Cash

Date Required _____ Time Pick Up _____ Time Return _____

Organization Name _____

Person in Charge _____ Contact Info: _____

Activity money will be used for and prices: _____

FOR OFFICE USE UPON CHECK OUT

Cash Box # _____ Start-up Cash Provided _____ Initials _____ Date: _____

FOR OFFICE USE UPON CHECK IN

Date Rcvd _____ Bank Amount \$ _____ Processed by _____ Revenue Amount \$ _____
(Start-up Cash)