

Campus Life & Student Engagement Associated Student Government Cash Box Request Form



Must Be Completed and Submitted One Week Prior to Pick-Up Date

Today's Date: _____ Event's Date: _____

Cash Box Pick-Up Date: _____

Person Responsible for Pick-Up and Return

The individual who signs out the cash box is responsible for the cash box and monetary contents. By signing you agree to return the cash box along with any funds borrowed.

Name, Title and Student ID #: _____

Phone Number: _____

Club or Department: _____

Cash Box Information

\$ _____ In Ones	\$ _____ In Pennies	
\$ _____ In Fives	\$ _____ In Nickels	
\$ _____ In Tens	\$ _____ In Dimes	
\$ _____ In Twenties	\$ _____ In Quarters	
\$ _____ <i>Total</i>	\$ _____ <i>Total</i>	\$: _____ <i>Total Requested</i>

Check-Out

Campus Life Staff

Responsible Party Check-Out

Return of Cash Box

Campus Life Staff

Responsible Party Check-In