



Check Out Date: _____ **Return Date:** _____

Cash Box Request Form

STUDENT GROUP: _____

MAIN ACCOUNT NUMBER: _____

ESTIMATED AMOUNT OF DEPOSIT: _____

EVENT DESCRIPTION (INCLUDE LOCATION & DATE(S) OF EVENT, SALES, COST OF ITEMS, ETC.):

Student Activities Cash Boxes are for loan to ASA recognized student groups and residence hall student governments. They are for use in *making change for sales only* and come with \$40 in cash.

- Boxes are for use during the business day and must be returned to W20-549 before 5pm unless arranged for later return.
- When cash box is returned all funds in excess of the original \$40 needs to be deposited into the student group account.
- Overnight and weekend use requires the student group deposit all money from sales nightly via the Student Activities night depository system.

Your signature means that you understand there will be a \$75 charge to your group's account if the night deposit key is lost. There will also be a \$50 fine if the cashbox is not returned to our office on time or if the cashbox key is lost.

Student Name(Print): _____

Email: _____

Signature: _____

For Office Use Only:

# of Night Deposit Slips: _____	# of Night Bags: _____	Cash Box #: _____
Date Box Returned: _____	Location Deposited: Night or Cashiers	
Night Deposit Keys Returned? Y N	Cashbox Keys Returned? Y N	
Amount of money deposited? _____		
Number of Returned Deposit Slips? _____		
Staff Initials: _____		