

Cash Box Request

Please note that this request must be submitted
A MINIMUM OF TWO WEEKS ADVANCE NOTICE.



Name of club or sponsor: _____

Type of event: _____

Definition/explanation of event: _____

Location of event: _____

Date of event: _____ Time of event: _____

Amount to be charged MHCC students: _____ Non-students: _____

Person Responsible for Cash Box: _____

Phone: _____ Email: _____

Name of Group Adviser: _____

Phone: _____ Email: _____

Date and time you want to pick up cash box: _____

(Must pick-up cash box between 7:00 am and 4:00 pm, Monday through Friday)

Do you need specific denominations for change? If so, please describe how you want to change broken down:

ONES _____ .05 _____

FIVES _____ .10 _____

TENS _____ .25 _____

TWENTIES _____ .50 _____

TOTAL CASH _____

PROCEDURES FOR PICKING UP AND RETURNING THE CASH BOX:

- To request a cash box, return this form to the student union bookkeeper at least 24 hours in advance of your function. The cash box will be ready for you to pick up in the student union from the bookkeeper at the time requested.
- After your function, count the money and return the cash box with all money to the student union bookkeeper. The money will be counted by bookkeeper again, and any money above the cash box original amount; will be deposited into requested account.

ANY QUESTIONS, PLEASE CALL STUDENT UNION BOOKKEEPER AT 503-491-7225