To request a cash box with petty cash for an event, fill out this form and return it to the Treasurer at least two weeks before the event. The Treasurer will get cash from the bank and prepare a cash box.

Name: _______________________________ Phone Number: ___________________

E-mail Address: ________________________________________________________

Activity: ___________________________________ Date of Activity: _____________

Amount of Petty Cash Required: $________________

Please explain what type of change you will need. For example, you may only need some smaller bills and quarters if you are selling concessions that are priced accordingly.

The Treasurer will contact you if more information is needed.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

~~~~~~~~~~~~~~~~~~~~~~~Treasurer’s Notes~~~~~~~~~~~~~~~~~~~~~~

Date Request Received: ___________________

Check Number: ___________________

Date of Re-Deposit: ___________________