CASH BOX REQUEST FORM

Event and Conference Services, The Commons Suite 335

Sponsoring Organization: __________________________________________________________
Requestors Name: _______________________________________________________________
Phone: ___________________________ Email: _________________________________________
Event Reference Number: 2016-_________ OR 2017-__________
Event Name: _________________________________________________________________
Event Date(s) & Location(s): ____________________________________________________

By default cash boxes do not lock. If you need a key to lock the cashbox, please indicate here □ Yes or □ No [LOSS OF KEY/LOCKBOX WILL INCUR A FEE]

THIS FORM MUST BE STAMPED BY AND TURNED INTO
THE UMBC EVENTS OFFICE (COMMONS 335) →

----------PLEASE ONLY SIGN BELOW WHEN PICKING UP CASH BOX----------
I am picking up this cash box on behalf of my Student Organization. All money collected at this event will go into this cash box and be deposited by Student Affairs Business Services Center (SABSC) into our carryover account. If the box is signed out for multiple days, I understand that a deposit should be made at the SABSC everyday within business hours (8am-5pm). If deposit is made after the office closes, the money should be put in a cash bag and deposited at the safe at the CIC desk. No electronic or other means of currency collection are permitted without explicit consent of the SABSC Business Manager.

Name (printed): ______________________________________________________________
Signature: ___________________________________________________________________
Position: __________________________________________________________ Date: __________

OFFICE USE ONLY:

Key Provided: □ Yes □ No
If key is lost and/or not returned fee assessed: _________________________________
Date Cash Box Signed Out: _________________________________________________
Expected Date of Return: _________________________________________________
Date Cash Box Returned: _________________________________________________