

Cash Bag _____ Office Use Only
Box # _____

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: _____