

Cash Box Request Form

- **Cash box requests must be made at least ONE WEEK in advance.** Cash boxes are available to be picked up at the **Business Office** after 9:30 a.m.
- When your event is complete please count out the total proceeds in the box. Return the starting amount to the box. Bring the remainder of the cash and checks to Student Activities to deposit in your organization account and then return the cash box and original cash to the Business Office.
- The original monies contained in the box are taken from the budget of your organization or department. That amount will be returned, in full when you are done with the change fund and have returned the box and signage.
- If the change fund and/or box are not returned in a timely manner, your organization or department will absorb the change fund amount and any cost to replace the money box. Failure to return the cash box or deposit funds from an event may be grounds for prosecution as theft. **RETURN THE BOX.**
- If the box and its contents will be in use for an extended period, please make arrangements to store it in a secure office when it is not being used, such as Student Activities or Campus Police.
- If you accept checks as part of your fund raising or sales:
 - ✓ Restrict pen colors to **BLUE** or **BLACK**. The checks are deposited electronically and other colors do not image well and the check may be returned.
 - ✓ Have the check made to "UMM" or "University of Minnesota, Morris" only.
 - ✓ When you take possession of the check, please compare the amount entered numerically "\$125.00" to the written dollar amount "One hundred twenty-five and no/100" to verify that they are the same and correct.
 - ✓ Make sure the check is signed.
- If you need to replenish your cash by changing out larger bills for smaller denominations you may do that at the UMM Business Office/Cashier Window.
- The **ONLY** person who can pick up and drop off the cash box is the person who signs this form. When the cash box is returned to the business office, the person whose name is below must be the one to sign for its return.

Requesting organization: _____

Account String: _____

Cash box needed from starting date: _____ to ending date: _____

Dollar amount and kinds of monies needed:

\$ _____ ones \$ _____ fives \$ _____ tens
\$ _____ nickels \$ _____ dimes \$ _____ quarters \$ _____ **TOTAL**

Student Responsible for the Cash box:

Name: _____ Phone: _____ Email: _____

By signing below I acknowledge that I have read and understand the information above and agree to abide by all university cash handling policies and procedures.

Signature: _____

For Business Office Use only:

Box # assigned: _____ Date Disbursed: _____ Date Returned: _____