

# Cash Box Request Form

Submit this Cash Box Request Form to the business office no later than three business days prior to the date of the event. You may pick up your cash box the day of the actual event.

At the time of pick up, you must count your cash and sign the form to ensure accuracy.

After the event, you must return all cash and the Cash Reconciliation Form immediately to the business office. If it is after hours, please drop it in the safety deposit dropbox.

Requested By: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Type: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Purpose: Tickets \_\_\_\_\_  
 Concessions \_\_\_\_\_  
 Other \_\_\_\_\_ (indicate "other" purpose): \_\_\_\_\_

Currency		
	Qty	\$ Amount
\$	100	
\$	50	
\$	20	
\$	10	
\$	5	
\$	1	
	Subtotal	

Coin		
	Qty	\$ Amount
\$	1.00	
\$	0.50	
\$	0.25	
\$	0.10	
\$	0.05	
\$	0.01	
	Subtotal	

**Total Amount Requested:                      \$0.00**

Date Picked Up: \_\_\_\_\_

Signature: \_\_\_\_\_

*For Business Office Use*

*Date Returned & Counted* \_\_\_\_\_

*Signature:* \_\_\_\_\_

# Cash Box Reconciliation Form

Ending Cash Count \_\_\_\_\_

Less Starting Cash Amount \_\_\_\_\_

Net Cash Earned from Event \_\_\_\_\_  
\_\_\_\_\_

Object Code (ex.  
Ticket Sales,  
Concessions, ect)

CC Number

CC Name

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_