

**REQUEST FOR MONEY BOX**  
(HSU SPONSORED EVENT)

**NAME OF EVENT:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**PURPOSE OF BOX:**

(provide a description of  
the activity taking place  
and the reason a money box  
is required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT FOR  
DEPOSIT OF FUNDS:**

\_\_\_\_\_

**NUMBER OF BOXES**

\_\_\_\_\_

**AMOUNT:**

\_\_\_\_\_

**I understand that I am personally responsible to reimburse  
the University for these funds if lost or stolen.**

\_\_\_\_\_  
CASHIER AUTHORIZATION

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE EMPLOYEE

**DISBURSEMENT OF FUNDS:**

**FUNDS DISBURSED TO:**

\_\_\_\_\_  
Signature

**DATE:**

\_\_\_\_\_

**PLEASE RETURN BY:**

\_\_\_\_\_

**Money box returned on:**

\_\_\_\_\_

**Deposit Made?**

Y      N

\_\_\_\_\_  
If N- date to expect deposit

\_\_\_\_\_  
Signature of Cashier