

STUDENT ORGANIZATION ADVANCE & CASH BOX CHECK-OUT FORM

A University ID or Valid Driver's License must be presented when checking out Cash Boxes or Advances

STUDENT ORGANIZATION _____

EVENT NAME _____

EVENT DATE _____

RETURN DATE _____

INDIVIDUAL(S) AUTHORIZED TO PICK UP CASH BOX AND ADVANCE: _____

CONTACT INFORMATION

IS AN ADVANCE NEEDED? YES NO

Print Name: _____

Please select amount needed or fill in other.

Signature: _____

Phone Number: _____

Email: _____

Cash Box # _____

	\$25	\$50	\$75	OTHER
\$10				
\$5	\$10	\$25	\$50	
\$1	\$15	\$25	\$25	
Quarters (\$10)				
Dimes (\$5)				
Nickels (\$2)				
Pennies (\$.50)				

CHECK IN INFORMATION

DATE	IMU STAFF	STUDENT ORG MEMBER NAME	STUDENT ORG MEMBER PHONE	STUDENT ORG MEMBER EMAIL

***A \$10 service fee will be charged to the Student Organization for this cash box rental and/or cash advance.
\$50 fee may be charged to the Student Org if the cashbox is not returned to the IMU Business Office.***

Signature _____

Student Org Member

SOBO Accountant

Advisor

FEE MFK	Corp	Fund	Org	Dept	Subdept	Grant/Program	Inst Acct	Org Acct	Dept Acct	FN	Cost Ctr
	10		49	4690				000			0000

DEPOSIT MFK	Corp	Fund	Org	Dept	Subdept	Grant/Program	Inst Acct	Org Acct	Dept Acct	FN	Cost Ctr
	10		49	4690				000			0000