



## **FISCAL SERVICES**

### **CHANGE FUNDS/CASH BOX REQUEST**

#### **PROCEDURES**

Fiscal Services has several cash boxes that may be checked out by Club Advisors or Administrators for a fund-raiser, event, or activity.

1. To obtain a cash box, please complete the *Request for Change Funds/Cash Box* form with approval signatures.
2. The approved *Request for Change Funds/Cash Box* form must be brought to Fiscal Services no later than 48 hours prior to the event (72 hours if over \$200.00)
3. Complete the amount of change funds needed, including the denominations of currency and coin. Please contact Shelly Zahrt-Egbert, Accounting Manager (ext. 5372) if you have any questions.
4. A Mt. SAC employee or Club Advisor must pick-up the cash box if change funds are included. A student may only pick-up an empty cash box, if authorized by management approval.
5. The cash box with the change funds must be returned to Fiscal Services immediately after the event, but no later than the next business day.
6. Under no circumstances may any cash be taken from the cash box to purchase items or for the reimbursement of expenses.
7. Violation of these procedures will be grounds for immediate revocation of all cash box privileges.