

Money Bag Request Form

Date: _____

Name of President, Treasurer or Designee Requesting Box:

Title: _____

Club/Organization: _____

Date Needed: _____

Title of Event: _____

Location of Event: _____ Time: _____

Ticket Price: _____ Estimated Attendance: _____

Amount Requested: _____

Specific Cash Breakdown: _____

Signature of Program Advisor: _____

I understand that by signing as the person receiving this cash box that I am accepting full responsibility for the cash issued to me on behalf of the organization stated above. I agree that any loss of cash will returned to the College from our organization's account.

Signature of Person Receiving Money: _____

Club/Organization Account # _____

Staff Member Issuing Money: _____