North Hennepin Community College

Cash Box Request Form

7411 Eighty-Fifth Avenue North | Brooklyn Park, MN 55445-2299

Phone: 763-424-0718 | Fax: 763-493-0566 | TTY: 763-424-0949 | Email: Acct&Fee@nhcc.edu | Web: www.nhcc.edu/tuition

Instructions

1. The completed Cash Box Request Form needs to be received in the Accounting & Fees office at least 2 business days prior to your event.
2. Complete section one in its entirety.
3. Check box if beginning cash is needed or not.
4. If cash is required, enter the quantity of denominations needed not to exceed $25.00.
5. DO NOT SIGN FORM for cash received. This will be signed by the staff or faculty at the time the cash box is picked up.
6. Before returning the cash box for funds to be deposited, complete the deposit form included in the cash box. This will be verified by Accounting & Fees staff at the time the box is returned.

Requested By	
Phone Number	
Group or Department	
Cost Center to Deposit	
Event, Date & Time	

	No Cash is Needed			
	Cash is Needed (maximum $25.00)*		Quantity	Total by denomination
*Staff or Faculty must sign for cash at the time the box is picked up.		$5.00		$0.00
		$1.00		$0.00
		$0.25		$0.00
		$0.10		$0.00
		$0.05		$0.00
		Total Cash Requested		$0.00

Sign below for cash received when cash box is <u>picked up</u>:

Signature for Cash Received _____ Date _____

For Accounting & Fees Use	Cash Box #	Date
Beginning Cash Verified By		

When Cash Box is Returned	Date
Amount Received	
Verified By	
Verified By	

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