



### **Requesting a Cash Box**

Cash boxes may be requested for certain campus events (Homecoming, sporting events, etc.).

To request a cash box, an email must be sent to [cashier@adrian.edu](mailto:cashier@adrian.edu) at least **two** business days prior to the event. Cash boxes are limited to \$200 each. In the email request, please include the following information:

- Date needed
- Amount you are requesting
- Denominations

A confirmation email will be sent to notify you when the cash box is ready for pick up from the Cashier's Office, located in the Caine Student Center.

### **Returning a Cash Box**

After the event, the amount of cash to be returned, in the box, should be the amount that you were originally given. Any additional funds, that are to be deposited to your account, must be accompanied by a deposit slip referencing the correct account number/s and submitted to the Cashier for deposit.

**Cash boxes may not be checked out by students.** If an organization is in need of a cash box, the request must be made by a staff member.