

# Short Term Cash Withdrawal



Please advise Treasury Services of your request at least 24 hours prior to your pickup

Date: \_\_\_\_\_

Department: \_\_\_\_\_ Index Code: \_\_\_\_\_ -1904

Event: \_\_\_\_\_

Twenties: \$ \_\_\_\_\_

Quarters: \$ \_\_\_\_\_

Tens: \$ \_\_\_\_\_

Dimes: \$ \_\_\_\_\_

Fives: \$ \_\_\_\_\_

Nickels: \$ \_\_\_\_\_

Ones: \$ \_\_\_\_\_

Pennies: \$ \_\_\_\_\_

Total Cash: \$ \_\_\_\_\_

Requesting a locking cash box:

Requesting non-locking zippered cash bag:

2nd bag:

(Loaned equipment is the responsibility of the department. The cost of replacement for lost/damaged items may be billed to the department.)

How will the funds be secured when not in use?

Expected Return Date: \_\_\_\_\_ (five business days maximum)

## Department Approval

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Custodian of Withdrawn Funds and Loaned Equipment(Photo ID Required)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing you are accepting responsibility for the withdrawn funds and any loaned equipment and for their return by the return date. Funds are for change making purposes only and may not be used for making purchases.

CASH OUT RECEIPT

CASH RETURNED RECEIPT