



How to Request a Cashbox

- 1) Go to sorc.cua.edu and click on “[Student Organization Forms](#)” on the left hand side
- 2) Click on “[Cashbox Request Form](#).” This will take you to the form on the Nest.
- 3) Complete the form, including your name, email, student organization, plus the following:
 - Description of need: why you need cashbox (ex. to sell baked goods for fundraiser)
 - Items to be Sold: what you are selling and how much you are selling them for (cookies - \$1; brownies - \$1.50; tickets - \$10; etc.)
 - Dates and Times Needed: Include all of the days you need the cash box and what time you would like to pick it up and expect to drop it off
 - By selecting I agree, you are stating that you understand that by picking up the cashbox, all responsibility for the contained cash is placed on the respective student organization
- 4) Click “Submit”
- 5) Once OCA reviews your request, you will receive an email with details for pickup
- 6) A Fraudstopper bag will be provided in the cashbox when you receive it
- 7) Money will be in the cash box (starting amount) in order for you to make change. The amount of money provided varies on the items being sold.
- 8) When you are done using the cashbox, put ALL the money (including starting amount) in the Fraudstopper bag without sealing it and bring it to OCA to be counted by a staff member.
- 9) When declaring the total in the Fraudstopper bag, include the money provided by OCA, NOT just the profit. (ex. \$50 provided by OCA + \$50 in selling items = \$100 total)
- 10) The OCA Consultants will count the money in your presence so that you both agree on the final amount being deposited. They will then seal the Fraudstopper bag and place it in the OCA safe.
- 11) When the cashbox is NOT in use, it must be returned to OCA until needed. Let the OCA Consultant know if you are done tabling for the day or if your organization will be using it again that day. Guidelines for returning a cashbox after hours are under the lid of the cashbox.
- 12) If you have any questions, email cua-activities@cua.edu.

****NOTE:** All cashbox request forms should be submitted a minimum of two (2) business days prior to the first date needed to ensure availability.**

