



ASUB Standard Operating Procedure – 2104

Standard Operating Procedure Synopsis

Title: **REQUESTING A CASH BOX**

Approval Date: September 9, 2024

Revision Date, if applicable:

Review Date(s):

Annual Review Month: August

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Business Operations

A. Purpose and Scope

This standard operating procedure outlines the process for requesting a cash box to make change at such Arkansas State University-Beebe sponsored events where cash will be accepted and change may need to be provided. Under no circumstances may the cash box be removed from the ASU-Beebe campus.

B. Definitions

Cash Box Custodian – The ASU-Beebe employee who will be responsible for the management of the cash box.

DBO – Director of Business Operations

C. Procedures

1. The cash box custodian should fill out a “Cash Box Request Form” located on the business office SharePoint site.
2. The “Cash Box Request Form” should be turned in at least two weeks before the cash box is needed to the DBO.

3. The cash box must be returned to the DBO immediately after the event. If the event ends after five p.m. on a weekday, it should be returned by eight a.m. the following business day.

GENERAL INFORMATION

A cash box will only be checked out to an ASU-Beebe employee. Cash boxes will never be released to students. Cash boxes must be secured at all times.

D. Related Information

The “Cash Box Request Form” can be found on the business office SharePoint site.
[Cash Box Request Form.xlsx](#)