



POSSE CASH BAG REQUEST

GROUP NAME: _____

SUBMITTER NAME/#: _____

EVENT: _____

DATE NEEDED: _____

ON THE DAY OF YOUR EVENT:

Pick up your cash bag from the MAIN OFFICE SAFE via an administrator. It will be unlocked and contain \$250 in small bills and a CASH BAG CONTENTS and DEPOSIT forms. Confirm who will be available at your event to receive your bag as cash bags are to be locked and given to an administrator to put in safe until ready to do deposit, not taken off campus.

AFTER YOUR EVENT:

1. Separate out \$250 in small bills if possible;
2. Complete the CASH BAG CONTENTS form;
3. Put the \$250 and form inside the bag and lock it; and
4. Return locked bag to MAIN OFFICE SAFE.
5. Separately submit your event's deposit (money and completed form) to the safe for POSSE to process or complete at Valley Strong, submitting green deposit slip/receipt to the POSSE mailbox for tracking.

POSSE processing date: _____ BAG NUMBER: _____