



# Oklahoma State University

## Oklahoma Cooperative Extension Service

### Opening Cash Request

### County Extension Center

Person requesting opening cash:

Date & name of event:

Amount requested:

Date cash will be returned to County Extension Center:

I acknowledge receipt of check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for use as the opening cash for the above event.

I assume responsibility for the return of this cash on \_\_\_\_\_ (date) at which time I will be issued an official OSU receipt.

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

CED Approval: \_\_\_\_\_ Date: \_\_\_\_\_

.....

**For Office Use:**

Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Payee: \_\_\_\_\_

Amount: \_\_\_\_\_ Category/Account: \_\_\_\_\_

Memo: \_\_\_\_\_

Educational Purpose: \_\_\_\_\_

**Record of return of cash**

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

Receipt # Issued: \_\_\_\_\_

Deposit # and Date Deposited: \_\_\_\_\_