



Student Services, Inc.

**REQUESTING A CASH BOX AND
CASH FOR START-UP MONEY**

Estimated processing time: 1 hour to 2 business days

In order to obtain a cash box and start-up money for an on campus event (e.g. – bake sale, fashion show, dodgeball tournament, etc.), your student treasurer should notify the SSI Service Center (lower level of Sykes Student Union, 610-436-2266) at least one hour prior to the event but preferably 1-2 business days in advance.

The Cash start-up must be paid back the following business day. The funds that were raised from your event will then be deposited to your SSI account (minus the cash start-up).