



Student Financial Services  
P.O. Box 7366  
Winston Salem, NC 27109  
336-758-7412  
[cashwfu@wfu.edu](mailto:cashwfu@wfu.edu)

### Cash Ordering Form

Department Name:

Date of Request:

Requestor:

Phone Number:

Total requested - \$

Bills Requested	
100's	\$
50's	\$
20's	\$
10's	\$
5's	\$
1's	\$
Total	

Coins Requested (rolls)	
Quarters	\$
Dimes	\$
Nickels	\$
Pennies	\$
Total	

\*Date funds will be returned :

Approved By: \_\_\_\_\_

SFS Department use only:

Please forward a copy of this form to Accounts Payable:

Fund	Department	Account	Activity (optional)	Location (optional)
111111	110000	11022		

**\*\*Please note all requests must be submitted one week prior to needing the order\*\***