

Complete electronically and submit using online banking messages. Or use black ink and mail or fax.

DATE OF REQUEST

Please contact AdelFi to confirm availability of currency before placing order. Please allow a minimum of 5 business days for AdelFi to prepare your cash order.

1) MEMBER DETAILS

MINISTRY/MEMBER NAME

REQUESTED BY

CONTACT PHONE (INCLUDE EXT)

ACCOUNT NUMBER

PURPOSE OF FUNDS (REQUIRED) For international use, identify country

2) PICKUP DETAILS

☐ ARMORED PICKUP

COURIER NAME

PICKUP DATE (Please coordinate with your courier service to confirm)

DELIVERY DATE (Date cash order arrives at ministry)

☐ WALK-IN PICKUP (AT ADELFI BREA)

NAME

PICK UP DATE

AUTHORIZED SIGNER? ☐ YES ☐ NO

ADELFI Internal Use: If the cash order involves a consumer account, and the pick-up person is not a signer on the account and does not have a check to cash, an AdelFi representative must make a follow-up call to verify the request.

3) CASH ORDER DETAILS

New Currency

AMOUNT REQUESTED	DENOMINATION
\$	Ones
\$	Fives
\$	Tens
\$	Twenties
\$	Fifties
\$	Hundreds

Available Currency

AMOUNT REQUESTED	DENOMINATION
\$	Ones
\$	Fives
\$	Tens
\$	Twenties
\$	Fifties
\$	Hundreds

Rolled Coin

AMOUNT REQUESTED	DENOMINATION	LEGEND
\$	Pennies	1 Roll = \$0.50
\$	Nickels	1 Roll = \$2.00
\$	Dimes	1 Roll = \$5.00
\$	Quarters	1 Roll = \$10.00
NOTE: We can only provide coin by the roll		

TOTAL AMOUNT REQUESTED: \$

ADDITIONAL INFORMATION

4) MEMBER AUTHORIZATION

X

AUTHORIZED SIGNER

PRINTED NAME

If this form is not completed, it may delay availability of funds.

AdelFi INTERNAL USE ONLY

Date Received	Received By	Prepared By	Order Pick Up/Delivery Date