STUDENT SENATE CASH BOX ORDER

Please PRINT all information

Return this form at least two (2) days prior to the event. If you fail to request a cash box at least two (2) days prior to the event, you will receive an empty cash box.

Date ordered: __________________________
Date and time box will be picked up: __________________________
Name(s) of person(s) authorized to pick up box:

(I.D. will be required when picking up cash box)

Description of event taking place: _____________________________________________
If fundraising for charity, name of charity: _________________________________________
Student Organization’s name: ________________________________________________
Date and time box will be returned: ____________________________
   (date)   (time)

(Box MUST be returned immediately after event)

NOTE: STUDENT SENATE ORGANIZATION CASH BOX ORDERS WILL NOT BE FILLED WITHOUT THE FOLLOWING INFORMATION:

CATEGORY MONEY IS TO BE DEPOSITED INTO: ______________________________________

Prices of items: _____________________________________________________________________

Telephone number and name of person to contact if there are any questions: ______________

Approximate break down on money if cash is needed* (order coin amounts in full rolls).

$25.00 IS MAXIMUM AMOUNT ALLOWED IN THE CASH BOX

Fives: _______________ Ones: _______________

Quarters ($10.00 per roll): _______________

TOTAL: ___________________________

OR: EMPTY CASH BOX (If box is checked, no money will be in cash box)