

STUDENT SENATE CASH BOX ORDER

Please PRINT all information

Return this form at least three (3) weeks prior to the event. If you fail to request a cash box at least three (3) weeks 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) who will pick up box (list two): _____

(ID will be required when picking up cash box)

Description of event taking place: _____

If fundraising for charity, name of charity: _____

Student Organization Name: _____

Date and time box will be returned: _____
(Date) (Time)

(Box MUST be returned immediately after event)

NOTE: STUDENT SENATE ORGANIZATIONS 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 breakdown on money if cash is needed* (order coin amount in full rolls)

\$25 is maximum amount allowed in the cash box

Ones: _____ Fives: _____

Quarters (\$10/roll): _____

TOTAL: _____

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