

Instructions: Please complete this form and turn in to the Finance Office **at least two days before** the event. Please make sure you have submitted an Event Form to the ASB Director for this event. We cannot provide cash boxes for unapproved events.

cash box request



Event Name: _____

Event Date: _____ Date Event Form submitted to ASB: _____

Requesting Club/Team/Committee: _____

Contact person: _____ Email: _____

Box #1	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one)	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision productions only)

Box #2	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one)	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision productions only)

Box #3	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one)	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision productions only)

Box #4	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one)	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision productions only)

Please attach additional forms if you are requesting more than four cash boxes.