

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) who will pick up box (list two):

(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): _____ Dimes (\$5.00 per roll): _____

Nickels (\$2.00 per roll): _____ Pennies (50¢ per roll): _____

TOTAL: _____

OR: EMPTY CASH BOX



(If box is checked, no money will be in cash box)