

Cash Box Package Request Form

All student organizations charging admission at on-campus events are required to maintain an audit trail by arranging for a cash box package through the Student Organization Advising & Resources Office (SOAR). You may not charge admission if the procedure outlined below and detailed at the time of pick up is not followed. Set an appointment to meet with administrative staff to pick up your cash box package when you turn in this form. There is a \$10.00 materials fee, which will be deducted from your event income.

1. Complete the following form and submit it to your SOAR adviser **five working days** prior to the event.
2. If a cashier is required, the appropriate staff must receive this notice **ten working days** in advance of the event.
3. If the event is canceled or event information changed (cost, date, location, etc.), the organization must notify their adviser **in writing** at least **two working days** prior to the event. If written notification is not received at least two working days prior to the event, the organization will still be billed the \$10.00 materials fee, and prices indicated on the original request must still be charged.
4. If this request is not received as indicated above, or if the materials are not picked up by the time indicated at the bottom of this form, the organization may NOT charge admission.

Organizations must pick up the cash box package as indicated below; find people to staff the admission tables; balance income **exactly** with number of tickets sold; and follow instructions which will be provided when the materials are checked out.

Organizations that do not balance income with ticket sales will be required to provide an explanation of the discrepancy. Until the explanation is provided, that organization will not be allowed to charge admission at events.

Organizations that have not balanced or followed cash box instructions (requiring additional follow-up) for two events within one academic year will be required to hire a cashier (approx. \$10.00 per hour) for all future events. Organizations will be notified via their SOAR advisers if they have not balanced two events.

The Cash Box Package will contain: one cash box; separate rolls of numbered tickets for each price (including free) to be charged; a cash envelope and a balance sheet.

The ticket and money count of the Student Organization Advising & Resources staff is final. SOAR staff will count money and tickets with you the next working day after your event, then you must go to the cashier's office and make a deposit into your campus account. SOAR staff will provide paperwork needed and directions for making your deposit.

COMPLETE THE FOLLOWING:

Organization _____ Event Name _____
 Date of Event (one date per form) _____ Time of Event _____
 Event Location _____ Capacity of location _____

NOTE: The maximum number of tickets you may sell is the capacity of the facility.

List **ALL** Prices (including "free" and discount prices-these are the **ONLY** amounts you may charge at the event): _____

 Authorized Signature

 Date

 Printed Name of person who will pick up materials Phone #

 Adviser Approval

 Date

 Date and time of pickup

Take funds from the following fund source: Proceeds from this event Earned Inc. \$ _____

Fund	Organization Code	Account	Activity	Amount