

PLEASE TURN IN REQUEST AT LEAST ONE DAY PRIOR TO DATE NEEDED

**DE ANZA COLLEGE STUDENT ACCOUNTS OFFICE
CASH BOX AND TICKET REQUEST, CHANGE FUND REQUEST & AGREEMENT**

Event: _____

Money Collected For (list ALL items being sold, entry fees, donations, etc. Pre-numbered tickets are required for ticket sales): _____

Date of Event: _____ Date Needed: _____ Time Needed: _____

Requesting Organization: _____ Person in Charge: _____

Work Phone: _____ Cell Phone: _____ Email: _____

*Authorized Signatures: _____
Club Advisor/Budgeter Club President/Treasurer

*By signing, I/we agree to return the change fund, cash box and deposit all \$ collected by the next business day after the event. I/we understand that I/we are personally liable for the change fund and cash box if not returned.

TICKET PRICE: Advance: Student w/ ASB: \$ _____ General: \$ _____

Tkt. Rolls Requested: Yes _____ Door: Student w/ ASB: \$ _____ General: \$ _____

No _____ (If no, please see Office Staff. Tickets must be reconciled and require review by Staff before selling)

CHANGE FUND NEEDED: \$ _____

\$1 x _____ = \$ _____ \$5 x _____ = \$ _____ \$10 x _____ = \$ _____

.25 x _____ = \$ _____ .10 x _____ = \$ _____ .05 x _____ = \$ _____

SIZE OF CASHBOX NEEDED: _____ (Small/Large) STAMP: _____

LOCKING CASH BAG: _____ (Cash Bag #: _____ assigned)

Approved by: _____ Disbursed by: _____ Date: _____
Student Accounts Staff

Received by: _____ Date: _____

INSTRUCTIONS:

1. Cashboxes and change funds should be picked up at Student Accounts on the day needed.
2. Pre-numbered tickets must be used and will be provided by the Student Accounts Office at no charge.
3. After the event, the person in charge should make sure that cash is counted and reconciled to tickets sold in dual custody (by two people) prior to drop off. The Ticket Recap Form must also be signed by two people to document the dual custody count.
4. All cashboxes must then be dropped off at Student Accounts during regular hours (M-Th: 8:30-5pm F: 8:30-4:30pm); or contact Campus Security to leave the empty cashbox in the Office of College Life and have Security escort you to drop off the cash bag at the Security Office.
5. On the first workday after the event, pick up the cash bag from Security. Return the starting change fund, cashbox, and tickets. **Deposit all proceeds** from the event at Student Accounts. **No expenses may be paid from \$ collected.**

For office use only:

CHANGE FUND RETURNED: \$ _____ CASH COLLECTED FOR EVENT: \$ _____ DATE: _____ REC# _____

VERIFIED BY: _____ DEPOSITED BY: _____