URI MEMORIAL UNION/STUDENT SENATE
CASH BOX ORDER

Please PRINT all information.

Return this form at least two (2) days prior to event. If you fail to request a cash box at least two (2) days prior to 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: _____

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 any questions about order:

_____

Approximate break down on money if cash is needed* (order coin amounts in full rolls). $25.00 IS MAXIMUM ALLOWED IN THE CASH BOX.

Fives: _____ Ones: _____

Quarters ($10.00 per roll): _____ Dimes ($5.00 per roll: _____

Nickels ($2.00 per roll): _____ Pennies (.50c per roll): _____

TOTAL: _____

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