

## CASH BAG REQUEST INSTRUCTIONS

- If your club needs a cash bag for your event, make sure to print out and fill out the Cash Bag & Sales Recap Request.
- The Cash Bag & Sales Recap Request must be submitted at least ten (10) business days before the event to the Office of Student Life and Leadership Development.
- You must pick up and return the cash bag on the same day of your event to the Cashier Office window in the Student Services (SS) building. Their hours are as follows:
  - Monday and Thursday from 8 a.m. to 5 p.m.
  - Tuesday and Wednesday from 8 a.m. to 7 p.m.
  - Friday from 8 a.m. to 4 p.m.
- If you are returning the cash bag after hours, please call a Campus Safety Escort at (626) 914-8611 to open the building. Drop the bag in the SS-123 door slot along with the Cash Bag & Sales Recap Request.



# CASH BOX REQUEST & SALES RECAP

Student Business Office 626.857.4156

Date: \_\_\_\_\_

Pick Up Day & Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Please allow 5 business days to process request. Also note Student Business Office hours.*

Club/Organization: \_\_\_\_\_

Activity/Event: \_\_\_\_\_ Activity Date(s): \_\_\_\_\_

Person Responsible for Box: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Cash Box contains \$25.00 as Starter Cash**—\$15.00 in single dollar bills and \$10.00 in quarters. This amount is deducted from total sales. If you would like a different breakdown, please specify: \_\_\_\_\_

**Cash Box Picked Up by:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

*Must be Completed Before Return of Cash Box to SBO*

Recap Prepared by: \_\_\_\_\_ ID#: \_\_\_\_\_ Recap Date: \_\_\_\_\_

Item	Quantity/Units Total Available	Quantity/Units Unsold	Quantity/Units Sold	Unit Price Each	Total

\*Explanation of Over/Short Amount: \_\_\_\_\_

Total Sales	
Total in Box	
Starter Cash	—
Total Deposit	
*Over/Short	

Club Officer's Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Club Advisor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

*Note: Both signatures are required **after** recap is done and **before** turning in for processing or issue of receipt.*

**Cash Box Returned by:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

### Balancing Worksheet

#### Cash Denominations

#### Coins

\$50.00 x \_\_\_\_\_ = \$ \_\_\_\_\_      \$ 5.00 x \_\_\_\_\_ = \$ \_\_\_\_\_      \$1.00 x \_\_\_\_\_ = \_\_\_\_\_      .10 x \_\_\_\_\_ = \_\_\_\_\_  
 \$20.00 x \_\_\_\_\_ = \$ \_\_\_\_\_      \$ 1.00 x \_\_\_\_\_ = \$ \_\_\_\_\_      .50 x \_\_\_\_\_ = \_\_\_\_\_      .05 x \_\_\_\_\_ = \_\_\_\_\_  
 \$10.00 x \_\_\_\_\_ = \$ \_\_\_\_\_      Other \$ \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_      .25 x \_\_\_\_\_ = \_\_\_\_\_      .01 x \_\_\_\_\_ = \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

**GRAND TOTAL \$ \_\_\_\_\_**