

EVENT CHANGE ORDER CHECKOUT FORM

EVENT: _____ DEPARTMENT OR CLUB: _____

DATE(S) OF EVENT: _____ LOCATION OF EVENT: _____

CHANGE ORDER REQUEST: \$ _____

(This form must be submitted to the Business Office at least 1 week prior to event)

Denomination:

1's- \$ _____ 10's- \$ _____ Coin: _____

5's \$ _____ 20's- \$ _____

I understand that all funds are the property of CSI and must be handled in accordance with CSI Policy. All funds from events must be turned into the Business Office or to Student Activities for Club functions. If the event is held after hours, the employee or club advisor must make arrangements with Security to be let into the Taylor Building to make a night drop next to the Business Office. A night drop must be made for each day of after hours or weekend events regardless of the amount.

Money is to be counted and deposited by CSI employees only. Student club advisors are responsible for ensuring all student funds are deposited. Students may count or handle money only under the direct supervision of an advisor or CSI employee. In all cases, the advisor remains accountable. Students will not be put in the custody chain for deposits or counting funds.

Prior to the deposit being submitted to the Business Office, all funds must put in an orderly fashion (coin rolled, bills- 1's bundled in \$25, 5's and 10's in bundles of \$100, 20's bundled in \$500) and be counted with a total sheet put in the bag. This should be separate from the change order that is being returned. We understand that events may end late in the evening, but this procedure must still be followed.

Printed Name: _____ CSI Extension: _____

Signature: _____ Alternate Phone Number: _____

BUSINESS OFFICE ONLY:

Check out and procedures explained by: _____ Date: _____

Check in: \$ _____ Date: _____ by: _____