

STANDARD OPERATING PROCEDURE

SOP Number: 003

Title: Cash Box Check out

Purpose

The purpose of the SOP is to request a cash box for fundraisers and events from the ASB Bookkeeper. This does not apply to sporting events or concessions.

Responsibilities and Source Documents

The General ASB Department will maintain and update this procedure. A cash box request must be submitted to receive money for your event.

Specific Procedure

- A. Get a *Cash Box Request Form* from ASB Room or online.
- B. Fill out the *Cash Box Request Form* thoroughly.
- C. Include break down of your starting amount.
- D. Once the Form is filled out, turn it into the ASB Bookkeeper.
- E. When the form is approved by bookkeeper arrangements will be made for a cash box.
- F. Request must be made one week prior to event.

Forms:

Cash Box request form