**\*\*IMPORTANT- You must have an approved fundraiser request form (see finance) \*\***

**Change Box – Deposit Process**

Make sure to keep money secure at all times. Follow these steps when fundraising:

* Receive Change Fund from Finance – Make sure to sign the form confirming total amount is correct.
* Track sales using one of the following forms:
	+ Pre-Numbered Receipt Book
	+ Talley Sheet
	+ Daily Pizza Sales Report
	+ Ticket Sales Report
	+ Ticket Talley Sheet
* Complete the Change Box Form

OR

* Complete a Cash Count Form

If you need more information on these forms contact Finance.

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