

Woodinville High School

ASB Fundraiser

Cash Box Request



Complete Part I of this form to Submit your club's request for a cash box. Once complete, give the form to Mrs. Kongkarat or Mrs. Schwans in the Cashier's Office at least 3 days prior to the date needed.

Part I - Print Legibly

Your name: _____

Club name: _____

Name of fundraiser: _____

Date(s) of fundraiser: _____

Change fund amount requested: \$ _____

Have you submitted the required Authorization to Cashier signed by your parent? Yes () No ()
If no, the form must be submitted prior to release of the cash box.

Part II - To be completed by the office

Prepared by: _____ Date _____
(Cashier's Office Staff Member)

The undersigned is in receipt of the following:

- Cash box
- \$ _____ start up change fund
- ASB Deposit Form

and agrees to return the cash box, change fund, and fundraising proceeds, **intact, at the end of each day** along with an ASB Deposit Form completed and signed by the advisor and a club student representative.

Received by: _____ Date _____
(Student or Advisor)