

Canyon Crest Academy ASB

Instructions: Please complete this form and turn it into the ASB Finance Office **at least two days before** the event. Please make sure you have submitted an Event Form to the ASB Director for this event. We cannot provide cash boxes for unapproved events.

Event Name: _____

Event Date: _____ Date Event Form submitted to ASB Director: _____

Requesting Club/Team/Committee: _____

Contact person: _____ Email: _____

**cash box
request**



Box #1	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one):	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision ticket sales only)
<input type="checkbox"/>	Square (Envision Store sales only)

Box #2	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one):	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision ticket sales only)
<input type="checkbox"/>	Square (Envision Store sales only)

Box #3	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one):	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision ticket sales only)
<input type="checkbox"/>	Square (Envision Store sales only)

Box #4	
Item being sold:	Amount charging:
Requested Cash Control Procedure (check one):	
<input type="checkbox"/>	Pre-numbered tickets
<input type="checkbox"/>	Tally Sheets
<input type="checkbox"/>	Pre-numbered receipts
<input type="checkbox"/>	Vendini (Envision ticket sales only)
<input type="checkbox"/>	Square (Envision Store sales only)