



SANTA BARBARA CITY COLLEGE – Cashier’s Office
 721 CLIFF DRIVE, SS-150, SANTA BARBARA, CALIFORNIA 93109

CASH BOX REQUISITION FORM

This form is to be used for the collection of cash by college student and Departments for cash collection purposes, such as fundraising activities.

1. Complete this form and submit to the Cashier’s Office (SS-150 or by email cashiers@sbcc.edu) at least 48 hours before the event.
2. Have an authorized signer(s) approve this requisition by signing below. If this requisition is for a Trust or Auxiliary Fund, please have TWO authorized signers approve and sign.
3. Return the cash box and the deposit to the Cashier’s Office on the next business day following the event. For long term fundraisers, deposits are to be made on a daily basis.
4. Deposit ALL monies with a completed deposit slip at the Cashier’s Office. DO NOT use money collected to pay invoices/bills from your event, or otherwise. All invoices should be forwarded along with a Student Finance Request for Payment form to the Student Finance Office (A-130) for payment.

<input type="checkbox"/> For District Account Deposit	<input type="checkbox"/> For Trust / Auxiliary / Financial Aid Account Deposit
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Event Title	
Event Date(s)	
Deposit to Account Number	_____ - _____ - _____ - _____ - _____ <small>FUND # ORG # ACCOUNT # PROG # ACTIVITY # (if applicable)</small>

My signature signifies my willingness to abide by the guidelines listed above. Additionally, I certify that I have received a Cash Box and \$25.00 in change for the purposes referenced above. The cash collection for this event is in accordance with the District’s regulations and purposes for this Fund and Account and, if applicable, the by-laws of the Trust/Auxiliary fund.

Name & Signature of Person Receiving Cash Box:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Print Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Pipeline Email Address</td> <td style="border-bottom: 1px solid black;">K# _____</td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;">SBCC ID (K#) _____</td> </tr> </table>	Print Name	Signature	Pipeline Email Address	K# _____		SBCC ID (K#) _____
Print Name	Signature						
Pipeline Email Address	K# _____						
	SBCC ID (K#) _____						

Authorized Signer #1	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Print Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> </table>	Print Name	Signature
Print Name	Signature		

Authorized Signer #2 <i>(Trust & Auxiliary)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Print Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> </table>	Print Name	Signature
Print Name	Signature		

FOR OFFICE USE ONLY	Cash in Box	Cashier ID	Date