Register your events with the Business Office at least seven (7) days in advance.

Equipment and funds used for Change Fund requests are distributed on a "First Come, First Served" basis.

STOP -- Fill out top section only

STEP 1: IS USG PROVIDING FUNDS FOR THIS EVENT THAT MUST BE REPAID (Use Yellow Form)? Yes or No

STEP 2: IS ACCOUNT OPEN? Yes or No

STEP 3: IS ACCOUNT RESTRICTED? Yes or No

STEP 4: WILL YOU NEED PRINTED TICKETS FOR THIS EVENT? Yes or No

WILL YOU BE COLLECTING MONEY? Yes or No

Admission
Donations
Dues
Food/Water Sales
Merchandise Sales
OTHER

STEP 5: VERIFICATION & RECONCILIATION -- How will you reconcile funds collected during your event?

The organization’s Treasurer is responsible for making sure all funds are properly accounted for.

Printed Tickets
Dues Collection Form
Inventory Sheets
Receipts (Manual or Printed)
Tally Sheets
Ticket Rolls

STEP 6: CHANGE FUND REQUEST -- Funds will be taken from your organization’s account.

Will you need a change fund? Yes or No

PAYEE: Student Organizations Fund

DESCRIPTION: Change Fund for (Event Name) on xx/xx/xx.
List breakdown of denominations needed.

EXPENSE NUMBER: 633 (Change Funds)

Change Fund disbursement requests due to SABO seven (7) days prior to the event.

STEP 7: EQUIPMENT -- What equipment needs does your organization need to successfully run this event?

Cash Box
Deposit Bag
Hand Stamp
Inventory Sheet
Printed Tickets
Roll of Tickets
Tally Sheet
AHD Bags

Item(s):
Value(s):