

RSO Change Fund Request for Events

For WSU Registered Student Organizations

Use this form to request a change fund for your RSO event. Return completed form to rso.finance@wsu.edu or the Center for Student Organizations & Leadership (CUB 320) at least three (3) days prior to Pick-Up Date.

Fill Out COMPLETELY!

RSO Name:	RSO Program #: PG
-----------	-----------------------------

Pick-Up/Return Times are between 9:00 a.m. and 4:00 p.m., Monday through Friday
(excluding holidays and breaks)

PICK-UP PERSON INFORMATION

Pick-Up Date:	Time:	PRINTED NAME
Amount Requested (\$100 maximum):		SIGNATURE (at pickup!)
Locking Cash Box Needed: ☐ Yes ☐ No		PHONE #
Return Date:	Time:	EMAIL

Requested Denominations:

Denomination	# Each	Amount
Nickel - 5¢		
Dime - 10¢		
Quarter - 25¢		
\$1		
\$5		
\$10		
\$20		
TOTAL REQUESTED		

Authorization: two signatures are required!

Authorized persons **MUST** be listed AND signed on the RSO's ANNUAL Signature Authorization on Involve.

PRINTED NAME OF AUTHORIZED STUDENT	
SIGNATURE OF AUTHORIZED STUDENT	
PRINTED NAME OF AUTHORIZED ADVISOR	
SIGNATURE OF AUTHORIZED ADVISOR	
ADVISOR'S PHONE #	EMAIL

-----SECTION BELOW TO BE COMPLETED BY CENTER FOR STUDENT ORGANIZATIONS & LEADERSHIP STAFF-----

Funds PICKED UP: COMPLETE the "RSO Cash Box Check Out" form in the binder.

Funds RETURNED to CSOL: COMPLETE the section below, then place this form in the safe.

Returned Change Fund Date:	Return Time:	TOTAL Amount Returned:
Cashier's Signature:		Change Fund Amount Returned:
Return Verified By:		Amount of RSO Deposit: