

CHANGE FUND REQUEST FORM FOR EVENTS

WSU REGISTERED STUDENT ORGANIZATION

Return form to the CougarCard Center Administrative Services Office (CUB 6o)
at least three (3) days prior to Pick-Up Date

Fill Out COMPLETELY!

RSO Account Name: _____ RSO Program #: **PG**_____

Pickup/Return Times are between 8:30 a.m. and 4:00 p.m.

Pick-Up Date & Time: _____

Amount Requested (\$100 maximum): \$ _____

Cash Box Needed: Yes _____ No _____

Return Date & Time: _____

SPECIAL NEEDS:

Pennies \$ _____
 Nickels \$ _____
 Dimes \$ _____
 Quarters \$ _____
 Halves \$ _____
 \$1.00 \$ _____
 \$5.00 \$ _____
 Other \$ _____

TWO SIGNATURES ARE REQUIRED:

Authorized persons MUST be listed AND signed on the RSO's ANNUAL signature card at the CougarCard Center as well as be set up on the RSO's page in Coug Presence.

PRINTED NAME OF AUTHORIZED STUDENT
SIGNATURE OF AUTHORIZED STUDENT
PRINTED NAME OF AUTHORIZED ADVISOR
SIGNATURE OF AUTHORIZED ADVISOR
PHONE #/EMAIL

-----TO BE COMPLETED BY COUGARCARD CENTER ADMINISTRATIVE SERVICES OFFICE-----

Amount of Change Fund: \$ _____

Date: _____ Time: _____

Cashier's Signature: _____

Returned Date: _____