

GES Student Body Change Order Form

Instructions:

1. Fill out at least two weeks prior to event/activity and return to ASB Box.
2. Write down total amount to be withdrawn from deposit.
3. Break down the amount in the way you want to receive it.
4. Fill out a requisition stating the amount of change needs. (Needs ASB approval)

THANK YOU IN ADVANCE FOR PLANNING AHEAD

DATE: _____

CLUB: _____ TOTAL DOLLAR AMOUNT: _____

EVENT DATE: _____

Cash	Coin
\$1.00 \$ _____	\$0.01 \$ _____
\$5.00 \$ _____	\$0.05 \$ _____
\$10.00 \$ _____	\$0.10 \$ _____
\$20.00 \$ _____	\$0.25 \$ _____
Total Cash \$ _____	Total Cash \$ _____

Grand Total \$ _____

(THIS AMOUNT SHULD MATCH THE TOTAL DOLLAR AMOUNT ABOVE)

ATTACH ANY RECEIPTS

Club Representative Print Name _____

Club Representative Signature _____

Treasurer Print Name _____

Treasurer Signature _____

Advisor Print Name _____

Advisor Signature _____

PICKED UP BY: _____

DATE: _____

VERIFIED BY: _____

DATE: _____