WPU TICKET OFFICE/CASHBOX REQUEST FORM

- All monies collected from events held in the William Pitt Union or O’Hara Student Center must be verified and processed by building management and deposited in student organization’s SORC account.
- Events collecting money must have University Police presence as security.
- WPU ticket office can be used as alternate money collection location without police presence with prior authorization of WPU management.

(Check all that apply) Cashbox Requested: ☐  Ticket Office Requested: ☐

Change Requested: $50 ☐  $100 ☐  EMPTY ☐

ORGANIZATION: _____________________________________________________________

EVENT NAME: ________________________________________________________________

EVENT LOCATION (ROOM): _____________________________________________________

EVENT DATE: ____________________  EVENT TIME: ________________________________

ORGANIZATION REPRESENTATIVE TITLE: __________________________________________

PRINT (Requestor Name): _____________________________________________________

EMAIL: __________________________ PHONE: ____________________________

SIGNATURE: __________________________________________________________________

RECEIVING CASHBOX (NAME): ________________________________________________

ORGANIZATION REPRESENTATIVES REQUIRED TO SHOW ID AND SIGN WPU CASHBOX CONTRACT WHEN PICKING UP CASHBOXES DAY OF EVENT.

REVISED: JUNE 1, 2015