

Equipment/Supplies Request Instructions

- Cash box, bag and/or float requests must be made by the **Club Treasurer**
- Notify the SABSC at least two business days in advance to request supplies and indicate when you will come to the SABSC office to retrieve the supplies-- the SABSC needs advance notice to make sure that equipment/supplies are available
- All "floats" given to make change are in the amount of \$100. If specific denominations are required please notify the SABSC at least two business days before you come by to pick up the float
- A cash bag is given out with the cash box so that you can drop it in the BCPD safe; Cash boxes do not fit in the drop box
- The equipment will be signed out to the Treasurer by the SABSC Fiscal & Procurement Specialist
- At the time Treasurer picks up the supplies he/she will be required to fill-out a Cashbox Request Form
- Cash box, bag and float must be returned to the SABSC the next business day after the event
- The event supplies must be returned in good working order
- The SABSC will not accept partial returned floats or partial supplies (i.e. boxes returned w/o keys); the SABSC will deduct the float amount from the deposit if necessary
- Only the SABSC Fiscal & Procurement Specialist can accept returned floats and equipment