

# Equipment Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Chartstring Name (Required): \_\_\_\_\_ Department Name: \_\_\_\_\_

**Chartstring:**

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use Only)</u>

Date Box Picked Up \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Description: \_\_\_\_\_

**Authorized Approvals:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **For SABSC Use Only** -----

**Pick Up:**

Cash Box Number: \_\_\_\_\_ Cash Bag Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

**Return:** (check appropriate box below)

Cash Box:      Yes       No

Cash Bag:      Yes       No

Comments: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Returned to: \_\_\_\_\_

## **How to Ensure Effective Processing**

- Cash box and bag requests must be made by the Department and submitted to the SABSC two days prior to event
- Fill out the Equipment Form completely and legibly. The form can be filled out online and printed
- Deliver the completed Equipment Form to the SABSC when you come to retrieve the cash box and bag
- A cash bag is given out with the cash box so that you can drop the bag in the BCPD safe. Hold on to the cash box and the next business morning, an SABSC representative will escort you to the BCPD safe to retrieve the cash bag
- Cash box and bag 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 supplies return (i.e. boxes returned without keys)
- For your records, make a copy of all paperwork before submitting to the SABSC