



University of  
Pittsburgh



<b>OFFICIAL USE ONLY – EMS Reservation #:</b>		
Date Received: _____	Initials: _____	
Event Date: _____	Time: _____	Rm.: _____

## TICKET OFFICE/CASHBOX REQUEST FORM

- All money 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 the student organization's SORC account.
- Events collecting money must have University Police presence as security.
- The WPU ticket office can be used as an alternate money collection location without police presence with prior authorization from WPU management.

**Services Requested (check all that apply):** ☐ Cashbox ☐ Ticket Office

**Change Requested:** ☐ \$0 (empty) ☐ \$50 ☐ \$100

**Organization:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Location (room):** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_ to \_\_\_\_\_

**Ticket Pricing:** \_\_\_\_\_

**Requestor's Organization Title:** \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alternate Organization Representative (optional):** \_\_\_\_\_

**Organization representatives are required to show ID and sign the WPU Cashbox Contract when picking up cashboxes the day of the event.**