

DEPARTMENT OF STUDENT FINANCING REQUEST FOR CASHIERING SERVICES

College/Faculty/School/Department Requesting Service

Name (person making the request):

.....

Signature (person making the request):

.....

Extension (person making the request):

Date of Request:

Type of event:

Date of Event:

Number of days required:

Please indicate the services required:

Cashier Point of sale machine

Number of cashiers required:

SERVICE PERIOD

Morning 8am-11pm Afternoon 1pm-4pm Evening 6pm-10pm Weekends

Approved by HOD:

Date:

Signature:

STAMP

FOR OFFICIAL USE ONLY

Work period for each day:..... Cashier Assigned:

Number of Days: Approved by:
(Department of Student Financing)

NOTES

- 1) Cashier services must be requested at least two (2) weeks before the scheduled event.
- 2) Cashiering services cannot be provided for the entire day (except on weekends), as the Cashiering Unit must serve the general needs of the University.
- 3) Only one (1) cashier will be assigned for each event.