



MASSACHUSETTS COLLEGE OF ART STUDENT GOVERNMENT ASSOCIATION
EVENT REVENUE COLLECTION AUTHORIZATION FORM

KEEP THIS ORIGINAL FORM WITH ANY COLLECTED MONEY AT ALL TIMES (MAKE COPIES AS NEEDED)

Part 1. GENERAL INFORMATION > please print

SGA Organization _____ Representative _____
Revenue Collector _____
Event Name _____ Location _____
Event Date ___/___/___ Time _____ Cost (if applicable) ___\$

Part 2. SIGNATURES > must be obtained in order prior to the event

- 1. SGA Representative
2. Director, Student Activities
3. Revenue Collector
4. SGA Treasurer*

* After signing, the SGA Treasurer should notify the Business Office (x7898) to expect a money deposit on the date of the event (or next business day).

Part 3. DEPOSITS > must be made to one of these locations IMMEDIATELY following the event:

- 1. Business Office Monday-Friday 9:00a - 5:00p (8th floor, Tower)
2. Public Safety Office** after 5:00p and on weekends (1st floor, East Building)

** If funds are brought to Public Safety, it is the responsibility of the Collector to secure the funds (sealed envelope, lock box, etc.) before handing to an officer. The Collector must return on the next business day and deliver funds to the Business Office during regular business hours.

TOTAL FUNDS RECEIVED \$ [Grey Box]

of Attendees _____ Revenue Collector's Signature _____
Public Safety Receiver Signature (if applicable) _____

Part 4. BUSINESS OFFICE USE

Accepted money to be deposited into 26-SGA-2900 TOTAL FUNDS RECEIVED \$ [Grey Box]

Business Office Receiver Signature _____

Collector submits this form to the SGA Treasurer after deposit has been made.