Fundraising Receipt Form

This form and all fundraising money needs to be submitted to Student Affairs Business Office staff on the day of the event, immediately following the end of the fundraiser. If after business hours, submit as soon as possible the next business day. If the Student Affairs Business Office staff is not available, please submit to the Office of the Vice President of Student Affairs, James M. Baker University Center, Room 250 and ensure that your deposit is put in the drop-safe. It is your responsibility to make sure you see your deposit placed in the safe. Receipts will not be issued from the main Student Affairs office.

*Multiple day fundraisers will require multiple receipts.

Please Print Legibly or Type

Student Organization Name: ____________________________________________________________

Fundraiser Name: ________________________________________________________________

Fundraiser Date: _________________________________________________________________

Total Amount Collected: __________________________________________________________________

Deposit Funds:

Checks $________________
Cash $________________
Coins $________________

TOTAL $________________

Raised Funds are to be designated for the following use:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Updated 8/2017
President or Treasurer

__________________________  _______________________

Member Signature

__________________________  _______________________

(Office Use Only)

_____ Deposit Amount Confirmed  _____ Deposit Amount Contested

Comments:


Division of Student Affairs  _______________________

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