Course/Department Fundraising/Philanthropy Request

This form is to be used when a faculty member (with his/her students in a particular course) or a department sponsors fundraising activities benefitting an outside organization. Approval by the dean/department head must be received in advance of any fundraising activities. Attach a copy of the Request for Solicitation on Campus form approved by the University Services Director.

Fundraising Activity: ____________________________________________

Professor/Sponsor: ____________________________________________

Email: ___________________________ Phone No. ______________________

Course Name/Number/Section: __________________________________

Proposed Date(s)/Time(s): ______________________________________

Organization(s) Benefitting: _____________________________________

Brief Description of Project (Raffles are not allowed) __________________

Briefly describe how revenue will be collected: ______________________

Briefly describe how funds will be safeguarded: ______________________

Sponsor is responsible for ensuring that sales tax is collected when required. For more information on sales taxes, visit the TAMUS Tax Manual at http://www.tamus.edu/offices/budgets-acct/tax/taxmanual/Salestx.html

If food is involved, please complete the Exemption Form for Food Service on Campus.

Signatures
The sponsoring professor/department sponsor assumes all responsibility for conducting the project in compliance with the policies and regulations of Texas A&M University Corpus Christi including Basic Cash Handling Procedures.

Professor/Sponsor Signature ___________________________ Date Submitted ______________

Dean/Department Head Approval Signature _________________________ Date Approved ______________

Please forward a copy of the approved form to the Comptroller’s Office, Unit 5737, Fax-Ext .5925. If space is requested, a copy of the approved form must also be forwarded to UC Scheduling Office, Unit 5783, Fax-Ext. 5201.