REQUEST TO DISBURSE CHARITABLE FUNDS

This form must be used to initiate the disbursement of funds to any charitable cause. Any event that required the use of the “REQUEST TO HOLD A CHARITABLE EVENT FORM” must fill this form out within two weeks of the date by which all charitable funds have been deposited into their account. Any group who raises unbudgeted income and wishes to donate it to charity must fill out this form before the end of the academic year. However, any “REQUEST TO DISBURSE CHARITABLE FUNDS” that did not have an accompanying “REQUEST TO HOLD A CHARITABLE EVENT” form filled out, will not be processed until the end of the academic year.

Organization: ________________________________ DeptID#: A901____
Account Number: _________
Amount to be disbursed? $____________________
Name and Address of Charity to Receive Donation: __________________________________
________________________________________________
________________________________________________
Description of Charitable Event/Or Method By Which Unbudgeted Income Was Obtained:
____________________________________________________________________________
____________________________________________________________________________
When Was the Event Held? __ / __ / __
Method of Earning Revenue: ______ Ticket Sales, at $____ per ticket
(check all that apply) ______ Refreshment Sales
____ Solicitation of Donations
____ Other (explain): ______________________________

Has the Organization Sponsored Any Other Charitable Events This Academic Year?
__ No  __Yes: _____________________________ ____/____/____ $__________

Name of Event Date Amount Raised

SIGNATORY NAME (PLEASE PRINT): ________________________________________________
SIGNATURE: __________________________________________________ DATE ________________________