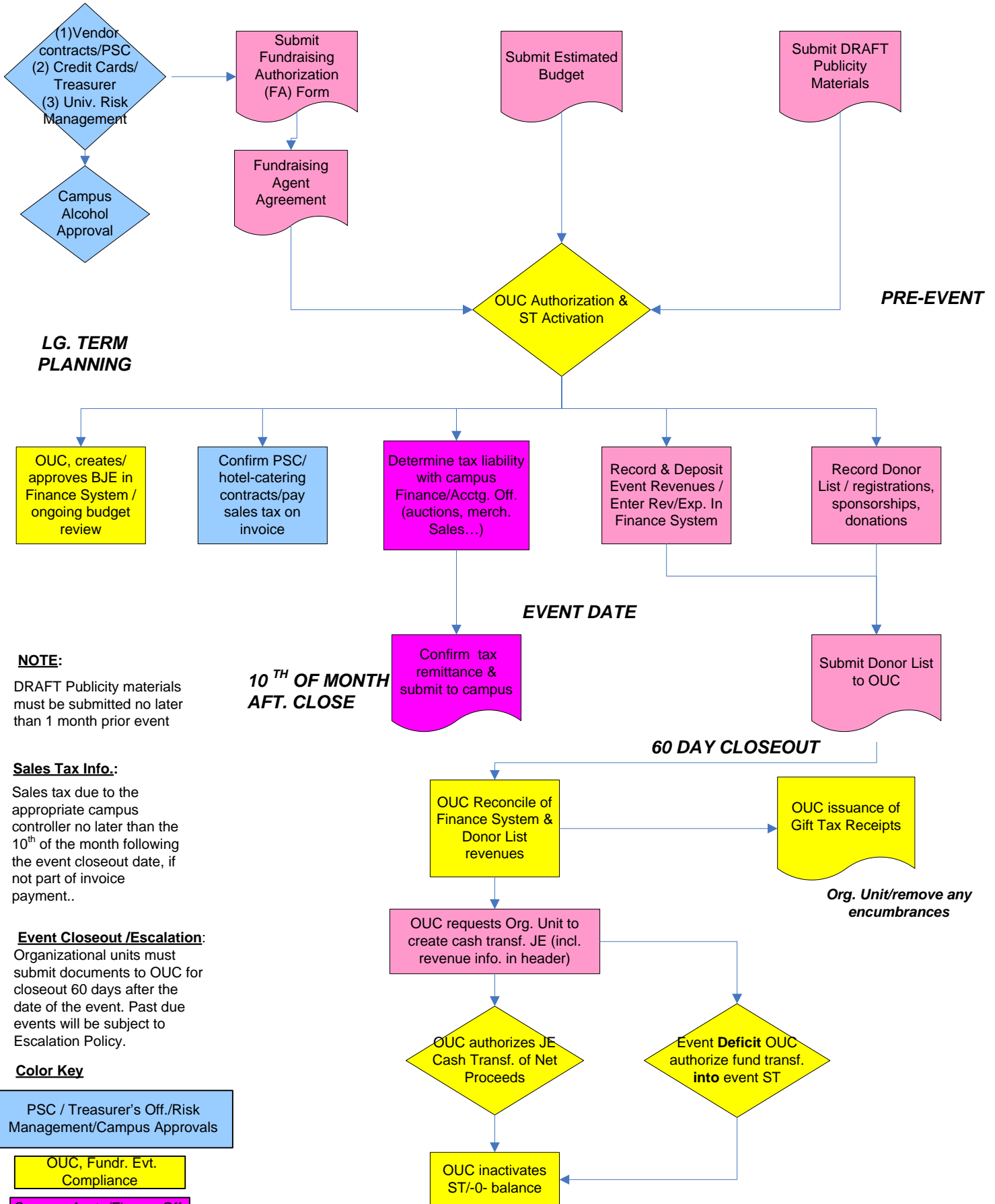


Campus Sponsored Fundraising Event Process

12/28/2012



NOTE:
DRAFT Publicity materials must be submitted no later than 1 month prior event

Sales Tax Info.:
Sales tax due to the appropriate campus controller no later than the 10th of the month following the event closeout date, if not part of invoice payment.

Event Closeout /Escalation:
Organizational units must submit documents to OUC for closeout 60 days after the date of the event. Past due events will be subject to Escalation Policy.

Color Key
PSC / Treasurer's Off./Risk Management/Campus Approvals

OUC, Fundr. Evt. Compliance

Campus Acctg/FinanceOff.

Org. Unit/Event Staff