



DIVISION OF STUDENT AFFAIRS
 James M. Baker University Center-250
 2000 Clayton State Boulevard
 Morrow, GA, 30260
 Phone: 678-466-5440

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 your 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 \$ _____

AGENCY ACCOUNT

FOUNDATION ACCOUNT

Raised Funds are to be designated for the following use:

President or Treasurer

Date

Member Signature

Date

(Office Use Only)

_____ Deposit Amount Confirmed

_____ Deposit Amount Contested

Comments:

Division of Student Affairs

Date