

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 should 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 <https://www.tamus.edu/business/budgets-and-accounting/tax-services/tax-manual/>. **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.