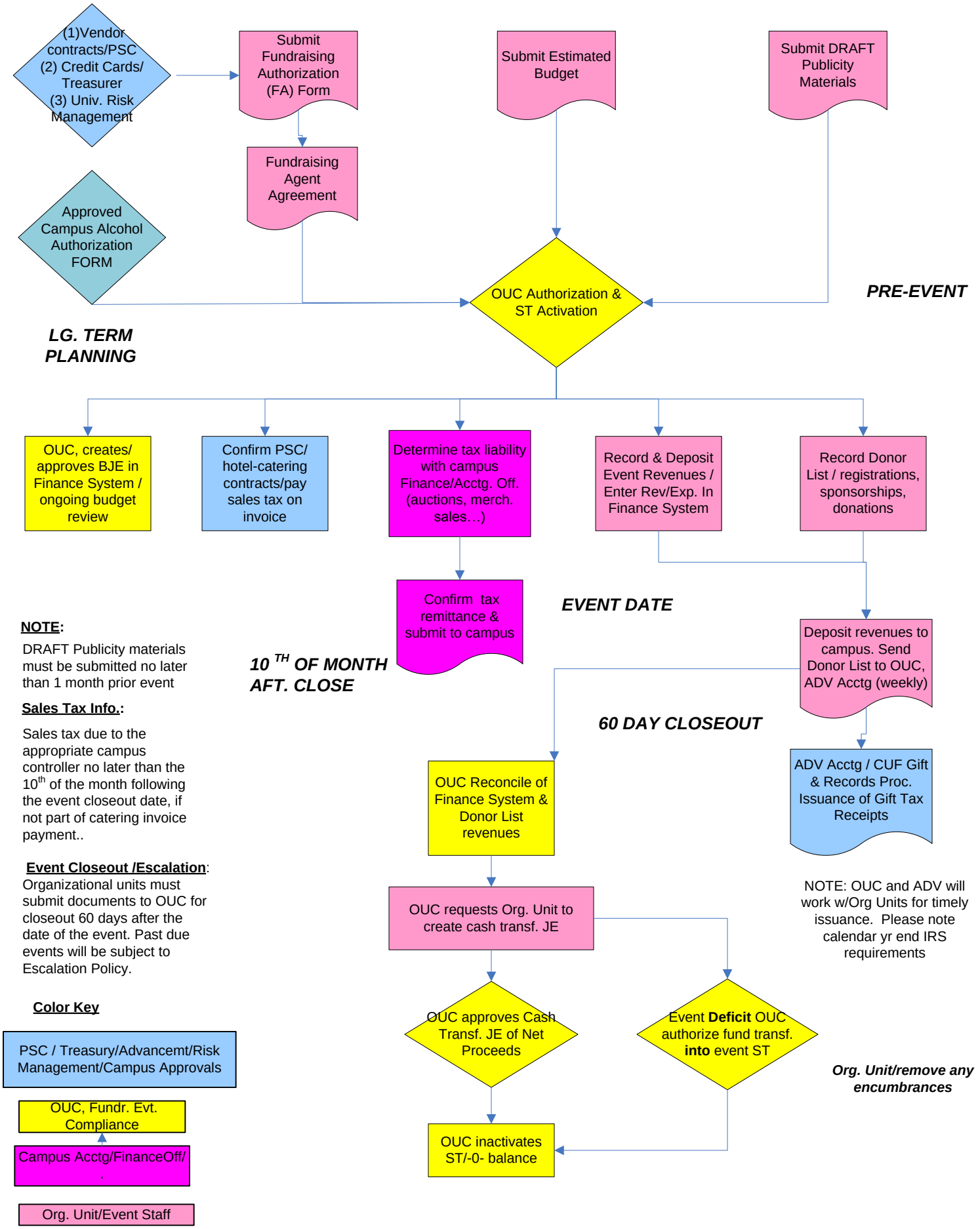
Campus Sponsored Fundraising Event Process

(Fundraising Events using Cvent use a different business process, please contact Karen Ichiba, OUC)

6/21/2016



NOTE: OUC and ADV will work w/Org Units for timely issuance. Please note calendar yr end IRS requirements

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 catering 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 / Treasury/Advancemt/Risk Management/Campus Approvals

OUC, Fundr. Evt. Compliance

Campus Acctg/FinanceOff/ .

Org. Unit/Event Staff