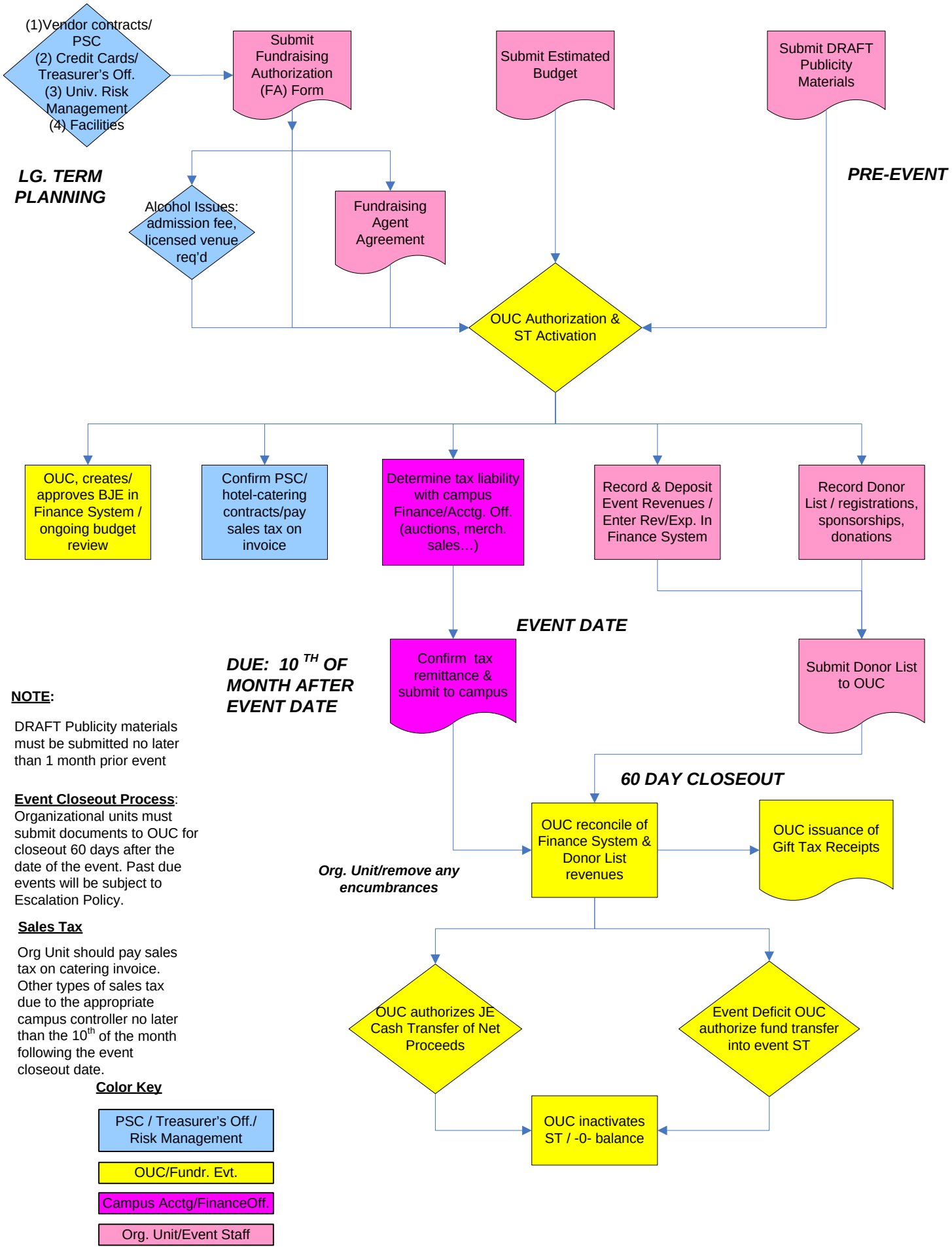
Campus Sponsored Fundraising Event Process

4/26/2011



NOTE:

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

Event Closeout Process: 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.

Sales Tax

Org Unit should pay sales tax on catering invoice. Other types of sales tax due to the appropriate campus controller no later than the 10th of the month following the event closeout date.

Color Key

- PSC / Treasurer's Off./ Risk Management
- OUC/Fundr. Evt.
- Campus Acctg/FinanceOff.
- Org. Unit/Event Staff