

Donation Collection Request

This Form is to be completed, signed, and returned to the ticket office no later than 1 week prior to the start of Campaign.

Club/Organization _____

Government:

Campaign Start Date: _____ Start Time _____

End Date: _____ End Time _____

Revenue Account Line # _____

(Account where funds will be deposited after the event closes)

Student Government must adhere to the following:

1. All contributions/donations are "Unrestricted" to Student Government
2. All contributions/donations for the student organization will be collected through the software system
3. Student organization must be recognized charitable organization or must have applied to be recognized by the IRS at the time of the request.
4. The student organization agree that 3% of the contributions collected will be retained by the ticket office to pay for transaction fees.
5. The student organization is responsible for their documentation, disclosures and compliance with all laws associated with charitable contributions, and to provide them to the Ticket Office for transactions.

Club Rep (Print Name): _____

Club Rep Signature: _____

Phone _____ E-Mail: _____@buffalo.edu

Government Treasurer (or their agent) Signature:

1) _____