



# ASB Fundraising/Money Collection Request

Instructions: This form must be completed by the club advisor prior to conducting the fundraiser. Once the fundraiser/money collection has been approved, you must fill out the ASB Fundraising/Money Collection Reconciliation Form.

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Club Requesting: \_\_\_\_\_ Advisor Responsible: \_\_\_\_\_

Event Description/Reason: \_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Location: \_\_\_\_\_

### Receipts and Disbursements:

Estimated Amount Collected: \_\_\_\_\_ Estimated Vouchers: \_\_\_\_\_

Estimated Amount Disbursed: \_\_\_\_\_

Companies/Organizations	Estimated Amount Disbursed

### Approvals:

Club Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_