



Fundraising / Sales Tax Intake Form

Fundraising Activity: _____

Date (or Date Range): _____ Location: _____

Please check all that apply:

Merchandise Sales (List items in box below)

Food & Beverage Sales (List items in box below)

Ticket Sales Auction* (Live / Silent) Raffle

Other (please describe) _____

Meals: Refreshments Catered Served by Department / Organization

*Note: A detailed list of auction items sold including winning bid amounts is required at the time of deposit.

Department Information

Department Name: _____

Account Name: _____ Account #: _____

Contact Information

Contact (Primary): _____ Phone No: _____

Email: _____ Date: _____

Please submit this form to Linda Close in the Accounting Office *prior* to fundraising.

For questions, contact Linda Close, Accounting at 527-4839 or lclose@santarosa.edu