

Benson Deacon Dollar Usage Application 2009-2010

****Please read policies before submitting this application!****

- All fall semester sales must be completed and turned in for processing by 5 PM on 12/04/2009. All spring semester sales must be completed and turned in for processing by 4/29/2010. Consider these dates when planning your sale.
- Sale items must be priced from \$3.00 to \$25.00.
- Processing takes from 2-5 business days. You will be contacted by email when the application is approved. You may not take Deacon Dollar payments from students prior to approval and signing a contract. Doing so can result in a loss of future privileges for your organization.
- No off-campus events will be approved.
- No applications will be processed without full payment information for both the campus organization and any recipient charity. If you do not have the payment address and Federal tax ID #s, or university account number, if applicable, please obtain them before submitting this application.
- Be prepared to document your sale. Be specific on the application. In addition, if you are holding a raffle, you will be expected to provide a list of raffle items before your application can be approved. Providing documentation with your application will speed processing.
- You may submit questions about this application via email to Amy Mohan at mohanab@wfu.edu. You will receive a response within one business day.



Application for Deacon Dollar Usage

Please note: This form is a request only! You will be contacted by email within 5 business days of the date of your completed application. You may not conduct sales until a contract is approved and signed. Failure to abide by policies will result in a permanent loss of privileges.

Benson Deacon Dollar privileges are issued using the following guidelines:

- **Important: All fall semester sales must be completed and turned in for processing by 5 PM on 12/4/2009. All spring semester sales must be completed and turned in for processing by 4/29/2010. Please take these deadlines into consideration before submitting this application.**
- **Sale items must be priced from \$3.00 to \$25.00.**
- Funds raised for charity will only be paid directly to the charity. Campus organizations must provide the payment address and Federal Tax ID# of the charity before this application can be processed. No exceptions! Payments for event/sale expense reimbursement will not be made without full documentation (receipts, invoices) of the expenses.
- Use of this program is restricted to **chartered campus organizations** and **on-campus** events. **No off-campus sales will be approved.**
- This program is only for the sale of goods or services. **You may not use it solely to request donations.**
- Fixed prices only. No auctions or other sales with a variety of prices will be approved.
- Other fundraisers – a detailed purpose must be stated or the application will be denied. If possible, please attach documentation of your sale item and sale purpose to your application. All raffle requests must have a list of raffle items attached.

Service charge is 10% of total sales plus a transaction fee of \$50.00 for up to 200 transactions or \$100.00 for over 200 transactions. University checks will not be issued to individuals or student organizations. You must provide complete payment information for your charity, including a Federal tax ID number.

Name of WFU Chartered Organization: _____

Name of Event: _____

Contact person*: _____

**The Benson University Center will provide information only to the contact person on this application.*

Phone: _____ **Email :** _____

Item to be sold: _____ **Sale price of the item(s):** _____

Date of Sale: _____

Please give a detailed description of the purpose of the event: _____

Location of event: _____

Wake Forest University Benson University Center
Room 335, P.O. Box 7658, Winston-Salem, NC 27109 (336) 758-4869

Please list all expenses anticipated for this event:

How will expenses be paid? _____

The application will not be processed without the payment information requested below.

Departmental or Organization account # (if applicable): _____

If no University account number, please give payment address and Federal ID# for your campus organization:

Organization Name: _____

Address: _____

Federal ID #: _____

Payment information for your charity:

Organization Name: _____

Address: _____

Federal ID #: _____

Application will not be processed without full payment information for the recipient charity.

Please return completed application to Benson Administrative Office, Room 335.

Office Use Only

Date Received: _____

Approve/ deny date: _____

Comments: _____

Requirements: _____ Submit expense request prior to payment
_____ Obtain approval email from: _____
_____ Provide further documentation of sale : _____