



AUBURN UNIVERSITY  
FOUNDATION

**OFFICE OF DEVELOPMENT ACCOUNTING  
TO DO LIST FOR ACTIVITY CODE FOR SPECIAL FUNDRAISER**

1. Complete the “Request for Approval of Fund Raising Event” form.
2. Attach report of prior year revenues and expenses showing net gain/loss.
3. Routing/Approval:
  - A. Have the preparer, usually the Development Coordinator, sign and submit to authorized Development Officer
  - B. Have the Development Officer sign and submit to the VP for Development or Associate VP.
  - C. Have the VP for Development or, authorized delegated signatory sign and return to the Development contact.
4. Attach the brochure and schedule of payments/benefit breakdown and submit to Development Accounting. Please note that all printed material must be approved by OCM prior to publication. Once the Activity Code has been established, the Department Contact will be notified via email. They will be given the Activity Code, Fund, Organization, and Program as well as the new Ascend Account number where the image of the completed form can be viewed.
5. If applicable, submit your web page request to IMS at [IMS@auburn.edu](mailto:IMS@auburn.edu). A web page will not be approved without completing steps 1 – 4 above. An email notification will be sent when the web page is approved.
6. To reserve use of the wireless credit card machine, please read the wireless credit card processing guidelines <http://www.auburn.edu/administration/oadss/devacct/pdf/wirelesspolicy.pdf> . Please email your request to [augifts@auburn.edu](mailto:augifts@auburn.edu) as soon as possible to ensure availability. Development Accounting will contact you to schedule a date and time to pick up the machine.
7. All money collected at the event along with the wireless credit card machine and the Batch Report will be returned to Development Accounting the next business day following the event. If there was an auction related to the event, the Charity Auction Summary Log should also be remitted at this time and emailed to [augifts@auburn.edu](mailto:augifts@auburn.edu) . All expenses should be paid in a timely manner. A final accounting of the net proceeds and request for funds transfer should be emailed to Development Accounting at [kaw0011@auburn.edu](mailto:kaw0011@auburn.edu) within 60 days of the event. The only exception will be for events held close to fiscal year end which is September 30. In these cases, the request for funds transfer will need to be coordinated with Development Accounting in accordance with fiscal year closing procedures and deadlines. The request should contain the amount of the transfer, support documentation demonstrating the purpose of the net proceeds/solicitation, as well as the FOAP(s) to which the fund will be sent.