

Treasury Approval

Financial Office



Office of The
Tufts Community Union Treasury

REQUEST TO DISBURSE CHARITABLE FUNDS

This form is to be used to disburse funds to a charitable cause. This form must be accompanied by documentation that verifies the existence of the charitable cause to which the funds will be disbursed. **Only groups who raise unbudgeted income will be allowed to disburse funds to a charitable cause.**

TCU Organization: _____ Dept ID#: A901_____

Amount to be Disbursed: \$ _____

Description of Charitable Event: _____

Name and Address of Charity to Receive Donation: _____

When will the event(s) be held? _____

Method of Earning Revenue: Ticket Sales, at \$ _____ per ticket
Refreshment Sales
Apparel Sales
Solicitation of Donations
Other (explain) _____

SIGNATORY NAME (PLEASE PRINT): _____

SIGNATORY SIGNATURE: _____ DATE _____