



University of Hawai'i-Mānoa

RIO REQUEST TO FUNDRAISE WITH OUTSIDE VENDOR

Procedure: Please complete and submit with the "RIO Fundraising Application & Financial Report."

1. Name of RIO: _____

2. Date, Time & On-Campus Location of Fundraiser: _____

- a. Use of an outside seller to fundraise is limited to ten days each semester.
b. For use of table in Campus Center Buildings, complete "CCB Table Reservations." Current CCB Policy authorizes a charge for such use with outside seller.

3. Name of Outside Seller/Vendor: _____

Business Telephone #: _____ Home Telephone #: _____

Contact Person of Outside Seller/Vendor: _____

Federal Tax ID#: _____ State General Excise Tab License #: _____

4. Explain why the outside seller is necessary to achieve the purposes of the fundraiser: _____

5. Describe how the proceeds will be split between the RIO and the outside seller: _____

- a. Attach copy of any agreement executed with outside seller.

6. Describe how RIO will verify outside seller receipts and sales: _____

- a. Copy of bank deposit slip of RIO's proceeds must be submitted after the fundraiser and attached with the completed "RIO Fundraising Financial Report."

-----FOR SLD USE ONLY-----

Request Received by: _____ Date Received: _____

Request Approved by: _____ Date Approved: _____