

Student Union Information Center & Student Organization fee collection agreement

- Complete AT LEAST 10 days prior to start of collection
- Must complete all information on this form (front & back)
- submit to Tricia Aleckson via email: taleckson@uwlax.edu
 - NO REFUNDS
 - All services are listed online at the following link:
<https://www.efoliotickets.com/FolioProd/Events.aspx?Vid=37>
- Patrons/members will be assessed a service fee of \$1.00 on the user side of this service

Today's date: _____

Organization and Contact Information

Name of Organization: _____

Organization Representative: _____

Phone in case questions arise: _____

Org. Rep UWL email: _____

Organization advisor name: _____

Org. advisor UWL email: _____

Service Information:

Title/Name of Service _____

Example: Fall 2020 Gamma Sigma Sigma Dues

Date collection begins: _____

Date collection ends: _____

Collection will end on this date at 11:59pm

Cost of dues per person: _____

Estimate of members to be collected from: _____

Total amount to be collected: _____

Revenue Information

- All money collected must be deposited into Organization’s SFO Account
- Reconciliation of the event may take up to 2 weeks to process. Please set dates accordingly to reflect when money needs to be deposited
- Paperwork detailing amount collected and list of payees will be sent to Org Rep email

SFO Account Information:

Account Name: _____

Account Number: _____

I understand and agreed to the guidelines pertaining to the Student Union Information Center & Organization fee collection agreement as described within this document.

Organization Representative Signature: _____

Date: _____