

ARCH FOUNDATION
Other Income Validation

ARCH Foundation Policy regarding Fund Raising Events and Other Income may be found in Section II.C and Section X of the ARCH Foundation [Policy and Procedures](#).

Please complete the following information: (where applicable)

Reason for Other Income (Please circle): Fund Raising Event Non-Fund Raising Event Workshop/Seminar Sales Other _____

Other Income will be sent (Please circle): Direct to Foundation (checks,cash,credit card) via Web Transactions(credit card only) Both

Description of Other Income or Purpose for the Event:

Location of Event _____ Date _____

WEB SITE _____

If Other Income is related to the Sales of merchandise please read and answer the following:

The ARCH Foundation is responsible for remitting sales and use tax for merchandise sold. Sales tax must be collected at the point of the sale and indicated as a separate total on the deposit form.

Total number of items to be sold _____ Net cost per item \$ _____

Projected total other income from activity \$ _____

Projected total expenses related to the activity \$ _____

If projected expenses exceed projected revenue, what is the source of funding for event (if not fully funded from receipts):

UGAF	_____	yes	_____	no
* UGA	_____	yes	_____	no
Other	_____	yes	_____	no

*** Please review guidelines for the policies on accepting deposits of non-gift revenue to the ARCH.**

Other Income will be deposited in:

ARCH Account name _____ Account number _____

Submitted by:

UGA Department: _____

Contact Person: _____ Phone _____

Approved by: _____

For ARCH office use only

Approved _____