

# Alcohol Fine Fund Program

## Event Report

For the funding process to be complete, this form and all corresponding documentation must be submitted to the Manager of Academic Initiatives within seven days following the event. Failure to submit this report, in full, may result in restriction from applying for further funds.

1. Name of contact person: \_\_\_\_\_
2. Name of organization/group: \_\_\_\_\_
3. Name of event: \_\_\_\_\_
4. Actual attendance: \_\_\_\_\_

- **REMEMBER - ALL FUNDS MUST BE ACCOUNTED FOR.**
  - **Attach ALL receipts.**
  - **Attach ALL copies of requisitions.**
  - **Attach documentation of any information and/or materials that deviated from the original request.**
  - **Reconcile all expenses in the table below.**
  - **Attach a copy of your PATH data form to this report.**

List ALL expenses and attach corresponding receipts & requisitions.

<b>Total amount allocated for event from the Alcohol Fine Fund Program:</b>	<b>\$</b>
<b>Vendor/Business</b>	<b>Amount</b>
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$
<b>Total funds spent for event:</b>	<b>\$</b>