

# Action Fund Post Disbursement Report

- o This form and all required information listed must be submitted by a student organization representative to the Leadership Center within four days of the event Action Fund monies was designated to support.
- o All expenditures are limited to the purpose(s) for which the funds were allocated as indicated in the Action Fund Distribution Report.
- o Failure to comply with guidelines will result in the organization's ineligibility to receive Action Funds for one calendar year.

Student Organization: \_\_\_\_\_

Event/Project: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Action Fund Award Amount: \_\_\_\_\_

Action Fund Hearing Date: \_\_\_\_\_

Student organizations are required to attach the following to this document:

- o Narrative description of the event or project.
- o A financial report of actual expenditures with attached receipts or invoices. The report must provide a detailed listing of all expenses made with Action Funds. This report should include an explanation of unused funds if applicable.

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Student Organization Representative Signature/Date

<b><u>FOR OFFICE USE</u></b>
_____
Date Received
_____
Received By