

Professional School End of the Year Report

Name of Student Organization: _____

Name of Organization Representative: _____

E-mail: _____ **Representative Phone:** _____
(all contact from CSU takes place via e-mail)

Organization's Account Numbers: Creighton Federal Credit Union: _____

Creighton University Agency Account: _____

Other Accounts: _____

Along with this form, please submit:

- **An Outline of Exact Expenditures**
- **A Complete list of Organizations that Received Rebates** and the amount that they received
- **A Complete List of All Sources of Revenue** (including, donations, fundraising, etc.)
- **A Complete Roster of Current Members** and their contact information

It is optional to submit the following:

- **Justification for Exceptions to Any Funding Policies** stated in *Funding Procedures* (Timelines, Eligibility, Non-Creighton Federal Credit Union Account, etc.)
- **Detailed Information** about your organization.

I have read and understand the funding policies and procedures (available at Student Activities Front Desk, www.creighton.edu/csu or from the CSU Vice-President for Finance) that Creighton Students Union follows. I am also aware of how the process works and all the relevant deadlines.

(Signature of Representative)

(Signature of Moderator)

Please return this form and all of the required components to the Student Activities Office by the last Monday of April. This report will be submitted to Creighton University's Internal Audit Department as a component of Creighton Students Union's annual audit report.

Office Use Only

Registered in Student Activities: _____

Due Date: _____

Date Submitted: _____

Additional Information: _____

VP for Finance: _____ Date: _____

President: _____ Date: _____