

Chapter and Club Request to Use Square for payment processing

Instructions:

1. Prior to completing this form you must complete and submit the Event Planning and Promotion Worksheet. Email the completed form to Nicole Traverso (nicoletraverso@csufresno.edu). This form must be submitted 45-60 days prior to the date of your event.
2. Square is used to process/record all forms of payment. This includes credit cards, cash and checks.
 - a. By recording all payments using Square, all of your financial records are in one place. This makes it easier for the Treasurer of your Chapter/Club to reconcile all event monies collected during the event.
 - b. Note: Square charges a processing fee on all credit card transactions. This fee is paid by your Fresno State Alumni Association. Your Chapter/Club will receive the net profit you collected via Square (i.e. if you processed \$300 in credit card fee's, your Chapter/Club will receive \$300). No fees are charged for cash/check transactions recorded in Square.
3. Complete the fields on page two (2) of this document for all payments you anticipate processing during your event.

Important Information:

1. Petty cash
 - a. As all cash received night of the event will be recorded in Square, the Treasurer must submit a request for petty cash from your operating account with Laura Alcantar (lalcantar@csufresno.edu). For more information please refer to the [Policies and Resources Guide](#).
 - b. Petty cash requests must be submitted two weeks prior to the date of your event.
 - c. A check will be made out in the Treasurer's name. The Treasurer will cash that check, and will be responsible for ensuring all cash is accounted for.
2. Square readers
 - a. The FSAA will provide up to two Square readers and equipment for your use.
 - b. Requests are filled on a first come, first serve basis.
3. Devices and WIFI access
 - a. It is the responsibility of the Chapter/Club to provide devices (i.e. tablets, mobile phone) and ensure WIFI access at the location of the event.
4. Donations
 - a. All donations must be reported to the Fresno State Alumni Association so that the donor receives acknowledgement and a tax deductible receipt.
 - b. For all donations accepted at the event, donor contact information must be collected by the Chapter/Club and turned into the Fresno State Alumni Association.
 - c. Please use the Donor Contact Information Form.
 - i. Completed forms must be submitted within 15 days after the event, along with all other post-event reporting documents.

See page two (2) for the form.



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Chapter/Club Name: _____

Event name: _____

Date of event: _____

SELECT ALL THAT APPLY	ITEM/DESCRIPTION	Fixed Price	Variable	Taxable	
<input type="checkbox"/>	Event Registration: Individual (non-student)				
<input type="checkbox"/>	Event Registration: Student				
<input type="checkbox"/>	Donation				
<input type="checkbox"/>	Silent Auction Item: Goods/Products (sales tax applies)				
<input type="checkbox"/>	Silent Auction Item: Services (sales tax <i>does not</i> apply)				
<input type="checkbox"/>	Opportunity Drawing/Raffle: Ticket(s)				
Add additional items below:					
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
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