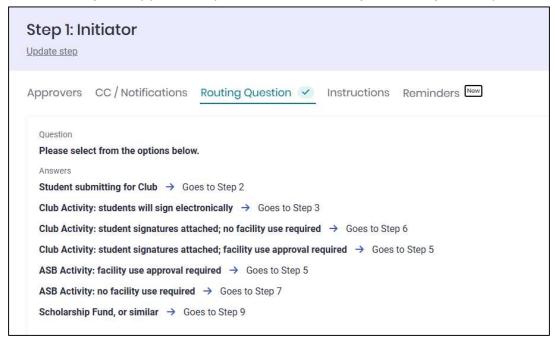
Activity Request Form Changes:

- 1) Student submissions I have updated the routing so that any student can submit a form on behalf of a club or the ASB. Below are the routing questions for step 1, which I will be reorganizing soon to be better stated.
 - a. If the student is submitting for a club, they will select the first option,
 "Student submitting for club." This will route the form to the Club advisor for approval and then on to the treasurer/president.
 - b. If the student is submitting for the ASB, they will select either "ASB Activity: facility use approval required" or "ASB Activity: no facility use required".



2) There is a new required field at the top of the form to select who the requester is. If the club advisor is submitting the form, they will select "Advisor" and the signature box will then display at the bottom of the form as a required field.



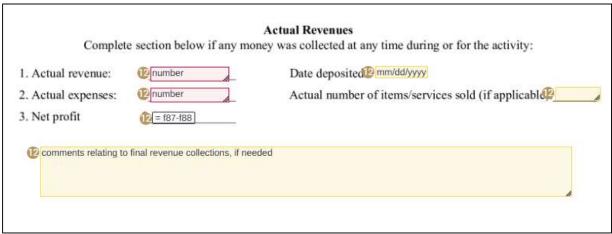
*The club advisor will now always be required to add their signature whether during submission at step one, or after a student submits the form, at step two.

3) When a form is routed to the Principal/Designee (step 10), there is now a required field where they must answer whether a vendor agreement is needed. If "yes" is selected, the signature box will appear as a required filed allowing the principal/designee to authorize the agreement.

Activity and/or future purchase: Test	<u> </u>			
Fundraiser:				
Using Vendor? No ✓Yes Vend	lor(s): Vendor XYZ			_
hen applicable, administration must	approve all vendor agre	eements by signing below.		
hen applicable, administration must Click to sign here	approve all vendor agre 8/20/2025		Yes 🗸	
hen applicable, administration must Click to sign here rincipal/Designee Signature		Is a vendor agreement needed?	Yes V	
Click to sign here	8/20/2025	Is a vendor agreement needed?	Control of the Contro	

*Vendor agreements are generally required for contracted services. Please reach out to Purchasing with questions relating to these.

4) Revenue actuals – Our auditors recommended we begin tracking revenue estimates vs. actuals, so one additional step has been added to the end of the routing on this form to capture that information. Once the form has gone to the accounting assistant, they will be asked whether the form indicates revenue potential. If the answer is "no", the form will be completed; if they answer "yes", the form will then go back to the original advisor (club or ASB) who will be required to complete the following information once the fundraiser/activity is over.



*This is a work in progress and subject to change. For now, if the activity is ongoing/all year long, the accounting assistants can select "no" to the routing question and complete the form. In late May, I will run a report to identify any revenue actuals that need to be completed and re-open those forms for editing, as appropriate. If the activity is a one-time, or short-term event, this portion of the form should be completed as soon as possible once the event has ended. The form will then be finalized. If the fundraiser/event is cancelled, please indicate that information in the comment box, put 0's in the revenue and expense fields, and complete the form.