



## Department Account Establishment

The CRC Office of Philanthropy (CRCOP) provides oversight and assistance for department fundraising in certain situations. If approved, the funds raised are restricted in use to the purpose for which the account was originally established, as stated below under Purpose of Account. The cause must be one that supports a broad philanthropic or educational interest of the college. All organized appeals of the CRCOP must adhere to the mission of CRCOP: To build philanthropic support for Cosumnes River College's educational mission of preparing students for an ever changing future, while empowering individual, corporate and foundation donors to realize their philanthropic vision. All business services procedures must be followed and all purchase orders and requisitions must be generated by the originating department, signed by the Dean/Manager and routed through the CRCOP for signatures and approval.

To apply for a CRCOP account, please complete this form. If the request is declined, CRCOP will provide an explanation for why the requested was turned down. Every effort will be made to respond promptly to inquiries.

NAME OF ACCOUNT: \_\_\_\_\_

INITIAL CONTRIBUTION TO ACCOUNT: \_\_\_\_\_

DATE ACCOUNT ESTABLISHED: \_\_\_\_\_

PURPOSE OF ACCOUNT: \_\_\_\_\_

\_\_\_\_\_

PRIMARY CONTACT PERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SUPERVISOR/DEAN: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION (e.g. email, letter, brochure etc.)

CRCOP Use Only: Account Approved:  Account Denied:

CRCOP Project Code Name \_\_\_\_\_

CRCOP Project Code Number \_\_\_\_\_