

Event Grant

Short Title: _____

Location of Event: _____

Agency Proposing: _____

Amount Requested: _____

Date Submitted: _____

Proposing Individuals' Information:

Name 1: _____ Title: _____

Phone: _____ Email: _____ Campus Box: _____

Signature: _____ Date: _____

To the Proposing Agency, Agent, or Individual:

Please attach a typewritten explanation of your needs and/or concerns in double-spaced 12-point format, placing a page number and title on the top of each page. Include all information necessary and pertinent to your argument. State exactly what action you would like the finance committee to consider taking and by when you must have a decision.

OFFICE OF THE VICE PRESIDENT USE ONLY

Date Presented to the Vice President: _____ day of _____, 20 _____

Initials of Receipt by Vice President: _____ Grant Number: _____

OFFICE OF THE PRESIDENT USE ONLY

Amount Approved: _____

CFO Signature: _____ Date: _____