

Intercollege/Unit Support Request Form

Requesting unit (College, Unit in a College, Center, Office) must provide this completed form for each support request made to another College, Unit in another College, Center, or Office

Requesting College/Unit in a College/Center/Office: _____

Amount Requested: _____ Contact Person: _____ Ext.: _____

Activity: _____

Date(s) of the Activity/Event: _____

Expected Number of Attendees: _____

Description of Activity/Event: _____

Methods for Publicizing the Event: _____

Item		
1	Expected overall project/event cost (attach projected budget)	\$ _____
2	Amount of its own budget requesting unit is spending	\$ _____
3	If reoccurring event, has requesting unit attempted to get additional working or base budget allocations?	Yes ___ No ___
4	Amount the requesting unit hopes to raise through sponsorships	\$ _____
5	List of units being solicited for sponsorships: (Note: If a unit has already made a commitment, note the amount in parentheses.) _____ _____ _____	
6	If this is a reoccurring event, provide information (attach sheets) from the last similar event on the following: <ul style="list-style-type: none"> • Budget • Impact/attendance • Feedback or analysis 	

Approved by requesting unit's Dean: Print Name of Dean _____

Dean Signature _____ Date _____ (normally at least 6 months prior to event)

NOTE: No binding contracts committing spending may be made prior to obtaining Dean's signature!