

FUNDS APPROVAL

This form must be signed by your advisor and OSPA (if appropriate) prior to requesting merchandise from the Office of External Relations. An email to Dua Her (dher@pacific.edu) approving the requested assistance *in advance* of the request is also acceptable. The email must include all pertinent details requested on this form.

INFORMATION

Primary Student Contact

Name: _____ ID: _____
Email: _____ Phone: _____

Student Group/Committee

Name: _____
Advisor: _____

Event Information

Name/Title: _____
Sponsor(s): _____

Funding

Budget for promotion (printing): _____
Budget for event materials (printing/production): _____
Budget for preceptor gifts: _____
Total amount of funding allotted: _____

How will expenses be funded:

Budget Transfer ProCard/Check Request Student Funds

Budget Transfers

NOTE: Budget transfers from ASP Accounts require pre-authorization from OSPA.

Account Name: _____ Index Code: _____

Advisor Authorization

Advisor Name: _____
Signature: _____
Date: _____

OSPA Authorization

Authorizing OSPA Staffer Name: _____
Signature: _____
Date: _____

ProCard/Check Request

Provide invoice to: _____
Account Name: _____ Index Code _____

FINANCIALS