



EVENT APPROVAL and FUNDING REQUEST FORM

This approval form must be submitted, and all signatures obtained “prior” “before” the date of the event.

Inside Invents: 30 Days Requirement and Outside Event Request: 45 Day Requirement

DATE: _____

Section (A) President & Board Approval Signatures Required

Signature(s): SBA President: _____ Treasury: _____

The S.B.A. has approved the following amount of funding: \$ _____

Name of Person/ Organization Signature: _____

Request Justification: _____

Section (B) Requestor Must Obtain the Signatures Below After Request Has Been Approved

Dean of Student Affairs: Signature Approval: _____

*Event Approval: Yes / No (Please Circle One)

*Approving Requested Amount: Yes / No or Enter Approved Amount: \$ _____

SECTION C. Required Department Approval Signatures for all “In House” Events

Note: Request for outside event request proceed to Section C: 3 & 4 for signatures

1. Communications & Marketing: _____ Date: ____ Dean Susan Bynam
2. Room Reservations: _____ Date: ____ Legal Adm. Ms. Jo Aldridge
3. Food Request & Travel Doc: _____ Date: ____ Office Adm II: P. Pendenque
4. Processing of Payments: _____ Date ____ CBA II – Susan Y. Thomas

Requestor: Please email susan.thomas@tmsl.tsu.edu to request a meeting to discuss processing the approved funding request.

Submit- Original Pink Form to – Ms. Thomas and Keep Copies for Records (SBA & Requestor)