

ALL REQUESTS MUST HAVE MEETING MINUTES ATTACHED.

Contact Person _____ Phone _____ Date _____

Organization or Club Name _____ Account Number _____
(PROVIDE FULL NAME OF GROUP) (x - xx - xxx)

From where is the money coming?

Account # / Line Item _____ / _____ Amount \$ _____
(x - xx - xxx) (xxxx)

Account # / Line Item _____ / _____ Amount \$ _____
(x - xx - xxx) (xxxx)

Account # / Line Item _____ / _____ Amount \$ _____
(x - xx - xxx) (xxxx)

Account # / Line Item _____ / _____ Amount \$ _____
(x - xx - xxx) (xxxx)

**Fill in the appropriate information for each of the following line items.
To where is the money going?**

Account # _____ — Supplies / # 5000 Amount \$ _____

Description _____

Account # _____ — Food / # 5520 (\$400.00 limit per academic year) Amount \$ _____

Cannot be used to purchase alcoholic beverages. The event at which food is served must be held on campus (AS facility or University buildings).

Description - List event(s) _____

Account # _____ — Speaker / # 6151 Amount \$ _____

If the amount for any speaker is \$300 or more, please submit to Cultural Arts Manager. For speakers, this form needs to be submitted three weeks prior to the first event. Professors at SDSU cannot be paid for subjects they teach at the University.

Name _____ Title _____

Location of presentation and time _____

Check one: Honorarium Dinner Amount \$ _____

TOTAL AMOUNT OF ALL LINE ITEMS: \$ _____

APPROVED:
College Council / Account Advisor _____
AS Vice President of Finance _____
Entered by _____ Date _____