

Student Success Event-Related Expense Form

This form should be submitted to request the use of divisional funds for event-related expenses for Student Success at USF St. Petersburg campus.

Requestor:

Date of Request:

Amount of Request: \$

Department Name:

Vendor Name:

Vendor Address Street:

City:

State:

Zip Code:

Name of Event:

Date of Event:

Business Purpose (should include how purchase best suits university/department mission and initiatives.)

If FOOD is purchased, list business purpose, # of participants, relationship to USF (staff/faculty/students/guest) and attach agenda.

Department Head Signature:

Date:

Once signed by the department head, please download the signed file and send to Yoli Lanuza (ilanuza@usf.edu) to seek approval to utilize Student Success funding.

For RVC Office use only

Funding Source:

Concessions

Auxiliary

Aramark Gift In Kind

Regional Vice Chancellor Signature:

Date:

This form should be submitted more than two weeks in advance of the event. Once approved, you will receive notification including instructions on how to utilize the funds.