DEPARTMENT OF CIVIL ENGINEERING
Request Form

Basic Information

☐ Individual Request ☐ Student Group / Organization Request

Name of Student Group / Organization			
Primary Contact	Last, First Name	Email	Cell Phone Number
Secondary Contact	Last, First Name	Email	Cell Phone Number
Sponsorship Chartfield (Account #)	Fund Account Department Program		
Academic Year			

Activities / Rationale / How will this Benefit Civil Engineering?

Budget Requested with Details (attach conference information, booking details, food orders)

Date	Event/Item	Projected Attendance (if applicable)	Details (food/beverage, equipment, audience, location, etc.)	Actual Amount Spent
			Total	

Notes:

List All Other Sources of Funding / Other Departments that Funding has been Requested from, including Amount Requested

Submission

☐ Photos from events will also be submitted to the Department for promotional use.

Title (if any)	Last, First Name	Signature	Date (MM/DD/YYYY)

Approval

☐ The above request is approved in the amount of:
☐ The above request is denied.

	Reason for Rejection (if any)	Approved Amount (if any)
Administrator Last, First Name	Signature	Date (MM/DD/YYYY)
Department Chair Last, First Name	Signature	Date (MM/DD/YYYY)