



TEXAS SOUTHERN UNIVERSITY
"EXCELLENCE IN ACHIEVEMENT"

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)