



OFFICE OF DIVERSITY AND INCLUSION
The UNIVERSITY of OKLAHOMA HEALTH SCIENCES CENTER

EXPENSE AUTHORIZATION - SPONSORSHIP FORM

INSTRUCTIONS

Please complete both sides of this form. Please also be sure to include the additional information requested on the reverse side of this form.

Return Completed Form to:
Carrie McClain | Bird Library , Rm 126
Phone: 405-271-3044 E-Mail: carrie-s-mcclain@ouhsc.edu

Name of Student Organization _____

Form Completed By: _____ Today's Date: _____

Daytime Phone Number: _____ E-mail Address: _____

Account Number*: _____ Object code number: _____

Student's Name: _____ Advisor's Name: _____

Student's Signature: _____ Advisor's Signature: _____

*Please Note: Without a FSS account number, the office cannot transfer funds. Please be sure to include this number on this form prior to delivering the form to the Office of Diversity and Inclusion. If a third party must be contacted to obtain the number, please be sure to designate the contact information for this department.

Event Name: _____

Date(s) of Event: _____ Total Cost of Event: \$ _____

AMOUNT REQUESTED FROM OFFICE OF DIVERSITY AND INCLUSION: \$ _____

Notice:

As there has been an increase in student organizations over the years, please understand funds that were available in previous years may not be available for various activities this year.

If your organization is approved to receive funding from the Office of Diversity and Inclusion, please be aware that transferring funds can take up to two weeks. Please plan accordingly and submit your application at least 3-4 weeks prior to your event.

(For Office Use Only)

This funding request has been : Approved Not Approved Amount Approved: \$ _____

Approving Authority Signature: _____ Date: _____

ADDITIONAL INFORMATION

1. On a separate sheet of paper, please explain your event, and how it impacts the campus community as a whole.
2. Please provide a budget for your event, including all projected income and expenses.

Sponsorship

Please include a list of all sponsorship requests for your event, and the amount requested of each sponsor. Please designate sponsorship funds received, as well as those that have been requested but are still pending.

Ticket Sales (if applicable)

If you plan to sell tickets to your event, please include ticket price(s) and the number of tickets you have sold/expect to sell. If tickets were sold to this event last year, please include the total number of tickets sold and the total funds raised from last year's ticket sales.

3. If you were to receive sponsorship funding from the Office of Diversity and Inclusion, please explain how these funds will be used.

NOTE: Keep in mind that sponsorship funds may only be transferred directly to your student organization's Financial Support Services account (i.e. "inside" account).

4. Please include any other information (i.e. sponsorship packets, pamphlets, etc.) about your event.