MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO EVENT.

ORGANIZATION/DEPARTMENT: ___________________________________________________________

PRESIDENT/TREASURER RESPONSIBLE: Name: ____________________ Panther ID#: ____________________
Email: ____________________ Phone #: (H) ____________________ (Cell) ____________________

Benefit(s) to FIU: (must complete form and attach flyer announcing event to FIU student body) ____________________________

Purpose of Request: _____ Meeting _____ Conference _____ Lecture _____ Other __________________

Amount Requested: $ ___________ Date of Event: ___________ Special Allocation: __________________

Detail of Purchase(s): (quotes/invoices must be provided) __________________________________________

VENDOR INFORMATION:

1. Vendor Quote Must be Included with File for Funds 2. Vendor Invoice is Required for Payment

Vendor Name: ____________________ Address: ____________________
Phone #: ____________________ FAX#: ____________________

Please Check the Following:

P.O. (5-7 working days) ________ FIU Pro-Card ________ Reimbursment Other Than Travel ________

Authorized Signatures:

Advisor: (Print & Signature) Date Phone #

Campus Life Advisor: (Print & Signature) Date Phone #

STATEMENT: I will be responsible for the timely submission of an original invoice in order for the University to issue payment to this vendor. Failure to provide this invoice prior to the end of the semester, may cause a hold to be placed on your FIU student records. Items and/or services purchased with Activity & Service funds can’t be used for fundraising or for profit.

Date: ____________________ President/Treasurer Signature: ____________________

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