



Sponsorship Form

Sponsorship Detail

Hosting Organization: _____
Organization providing marketing/advertising benefit to the College or College Department

Event Description: _____
Event/sponsorship description and how it benefits the College

Event Date: _____

College Attendees: _____

Business Purpose: _____

Additional Information: _____
Please provide any additional information to support how the sponsorship has a valid business purpose

Department Information

Department Name: _____

Department Contact: _____
Print Name Title Phone #

Index Number: _____ **Account:** 70405

Note: If the sponsorship does not provide a substantial return benefit/advertising to the College and appears to be a donation, then only non-E&G or non-student fee or non-course fee indexes can be utilized and the account code associated with the transaction should be 70610, Awards.

Provost/VP: _____
Signature Date

Print Name