



SOLICITATION REQUEST FORM

Department/Club/Organization: _____

Individual/Organization Contact Information: _____

Will a 3rd-party vendor be involved? **Yes** **No** **Name of Vendor** _____

Projected Date(s): _____

Location for event to be held: _____

ACTIVITY - How will the Funds/Items will be Solicited/Raised:

Method of Advertising:	On Campus	Off Campus	Social Media (List each) _____	Flyers/ Posters	Email

How will the organization use the funds :

Employee/Club Representative Signature: _____ **Date:** _____

Student Government Advisor: _____ **Date:** _____

ACTION: Assistant Vice-President: **Approved** **Disapproved** **Date:** _____

ACTION: Vice-President: **Approved** **Disapproved** **Date:** _____

ACTION: President: **Approved** **Disapproved** **Date:** _____

- Instructions:**
- Complete ALL information requested on the form.
 - Forward the request form to the SGA Advisor who will then submit it to the appropriate Assistant Vice President & Vice-President for review and recommendation. Vice-President forwards SRF to the President for approval.
 - Copies of approvals will be distributed to the Employee/Representative and other appropriate personnel.