

LECTURES AND CONCERTS

Event Information Form

Request for Funds Transfer

Please submit your typed request form electronically to the Office of the Dean of Students at studentservices@cameron.edu at least 20 business days prior to the scheduled event to ensure the approval process is completed appropriately and the allocated funds have been transferred.

Event Information:

Title of Event:	
Date of Event:	
Time of Event:	
Location of Event:	
Name of Presenter/Performer:	

Funds Transfer Information:

Account Name:	
Auxiliary Account Number:	
Amount of Funds to Transfer:	
Other Instructions:	

Name of the person requesting the funds transfer:

Email and office phone number:

Please make note:

An appropriately signed contract must accompany this request. Please submit both documents together. The transfer of funds will not commence without the required documentation.

Reminder: as stated in the allocation memo, the department chair and the designated vice president must sign all contracts before submitting to the Office of the Dean of Students.