

# 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](mailto:studentservices@cameron.edu) at least 10 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:	

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.*