



# SPONSORSHIP FUNDS TRANSFER REQUEST

**Requestor Information:**

Activity/ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

POC: \_\_\_\_\_ **Branch Manager Approval**

**Event Information:**

Purpose: (items, services, i.e.) \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 LEAVE BLANK;  
 AMOUNT AUTO FILLS

**Accounting Information: Please list each expense for this event and note which cost center AND account the expense was charged to.**

Company (HHM)	Cost Center (XXXX)	Command Key (XX)	Account * (XXXX)	Sub Account (000)	Department (CSS)	Amount
<b>TOTAL</b>						

**Authorization: MARKETING USE ONLY**

\_\_\_\_\_  
 (to be signed by the MCCS Henderson Hall Marketing Officer upon completion) Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**FINANCE OFFICE USE ONLY**

Received by: \_\_\_\_\_  
 Sponsorship Posting date: \_\_\_\_\_  
 Transaction #: \_\_\_\_\_  
 Notes: \_\_\_\_\_

\*Please be sure to check the Account code and ensure it is charged correctly. All food is charged to 6715.