

SPONSORSHIP & SPLIT FUNDING

STUDENT ORGANIZATIONS

UCSD STUDENT LIFE BUSINESS OFFICE
9500 GILMAN DRIVE #0064
LA JOLLA, CALIFORNIA 92093-0064
PRICE CENTER EAST THIRD FLOOR
PHONE: 858-246-4468 FAX: 858-246-0153



University departments often partially sponsor (split fund) student organizations and their events. This form serves as permission from the sponsoring department to charge directly or transfer expenses associated with the event from the student organization funds to the department funds.

ATTENTION: This form shall be completed and submitted to your Student Organization Fund Manager in the Student Life Business Office **PRIOR TO YOUR EVENT.**

PLEASE PRINT LEGIBLY – EVENT INFORMATION

Student organization: _____ Student contact: _____
Student email address: _____ Student phone #: (____) _____
Event name: _____ Date of event: _____

SPONSORSHIP OR SPLIT FUNDING INFORMATION

Department: _____ Index:

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Department contact: _____ Mail Code: _____
Email address: _____ Phone extension: **x** _____

TOTAL SPONSORSHIP OR SPLIT FUNDING AMOUNT: _____ Dollars

\$

I approve with my signature below that the UCSD Student Life Business Office may charge directly or transfer via an Electronic Non-Payroll Expense Transfer (ENPET) any expenses associated with this event in accordance with University policy, not to exceed the dollar amount stated above.

Authorizing signature: _____ Date: _____

FOR STUDENT LIFE BUSINESS OFFICE USE ONLY

Document #: _____ Transaction date: _____

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Charged directly to department index: _____

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