

# HOSTING (Vending) FUNDS REQUEST

**REQUESTER:** \_\_\_\_\_

**Note:** Approval must be given by the appropriate VP's office before actual expenditures are made. Once approval has been given, complete this form and forward to the VP's office for processing.

**DATE:** \_\_\_\_\_

**Date of expenditure:** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

**TOTAL FUNDS:** \_\_\_\_\_

**Check made payable to:** \_\_\_\_\_

**BUDGET:**

<p><b>ADMIN/FINANCE</b></p> <ul style="list-style-type: none"> <li>• College Athletics</li> <li>• Recruiting</li> </ul>	<p><b>STUDENT SERVICES</b></p> <ul style="list-style-type: none"> <li>• New Student Orientation</li> <li>• International Program</li> </ul>
<p><b>COLLEGE RELATIONS</b></p>	<p><b>INSTITUTIONAL RESEARCH</b></p>
<p><b>INSTRUCTION</b></p>	<p><b>PRESIDENT'S OFFICE</b></p> <ul style="list-style-type: none"> <li>• Staff Development</li> <li>• Campaign</li> </ul>
<p><b>HUMAN RESOURCES</b></p> <ul style="list-style-type: none"> <li>• Flowers</li> <li>• Gift Classified Employee of the Year</li> <li>• Gift Exempt Employee of the Year</li> </ul>	<p><b>LCCF/DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Classified Employee of the Year Award</li> <li>• Exempt Employee of the Year Award</li> <li>• Faculty Employee of the Year Award</li> </ul>
<p><b>EVENTS</b></p> <ul style="list-style-type: none"> <li>• Fall Reception</li> <li>• Spring Reception</li> <li>• Employee Recognition Breakfast</li> <li>• Faculty Appreciation Breakfast</li> <li>• Outstanding Student Awards</li> <li>• Commencement Reception</li> <li>• All-Staff BBQ</li> <li>• Staff Holiday Party</li> </ul>	

**APPROVAL**

\_\_\_\_\_  
Ordered by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foundation Director

\_\_\_\_\_  
Date

**PLEASE ATTACH RECEIPTS**

**updated 03-26-2026**