

## 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:

<b>ADMIN/FINANCE</b> <ul style="list-style-type: none"><li>• College Athletics</li><li>• Recruiting</li></ul>	<b>STUDENT SERVICES</b> <ul style="list-style-type: none"><li>• New Student Orientation</li><li>• International Program</li></ul>
<b>COLLEGE RELATIONS</b>	<b>INSTITUTIONAL RESEARCH</b>
<b>INSTRUCTION</b>	<b>PRESIDENT'S OFFICE</b> <ul style="list-style-type: none"><li>• Staff Development</li><li>• Campaign</li></ul>
<b>HUMAN RESOURCES</b> <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>	<b>LCCF/DEVELOPMENT</b> <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>
<b>EVENTS</b> <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>• GED/HSC Graduation</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