

CS Student Group Request for Event Funds

Pizza for monthly meetings should be requested **5 days before the event** from the CS Office, 1160 Torgersen Hall.

Please complete and email Teresa Hall at teresa@cs.vt.edu.

Request date:	
Student group name:	
Event contact and VT email:	
Event title:	
Event date/time:	
Event location:	
Event purpose/objective:	
Was this included in your approved budget?	
Estimated # invitees:	
Proposed Agenda:	<i>Attach or provide link to Google Doc</i>
Description of Purchases:	
Amount requested:	
<u>Dept. Only:</u> Fund #	

Notes:

Approval: _____
Robert Marcum, Business Manager

Date: