FILE for FUNDS

Activity & Service Business Office • FIU MMC • GC 2201 • 305.348.3077 • FAX 305.348.6001

MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO EVENT.

ORGANIZATION/DEPARTMENT:_____

PRESIDENT/TREASURER RESPONSIBLE: Name:_____ Panther ID#:_____

Email:_____Phone #: (H)_____(Cell)_____

STATEMENT: I will be responsible for the timely submission of an original invoice in order for the University to issue payment to this vendor. Failure to provide this invoice prior to the end of the semester, may cause a hold to be placed on your FIU student records. Items and/or services purchased with Activity & Service funds can't be used for fundraising or for profit.

Date:_____ President/Treasurer Signature:_____

Benefit(s) to FIU: (must complete form and attach flyer announcing event to FIU student body)_____

_____

_____

Purpose of Request: ____Meeting ____Conference ____Lecture ____Other_____

Amount Requested: $_____Date of Event:_____Special Allocation:_____

Detail of Purchase(s): (quotes/invoices must be provided)_____

_____

VENDOR INFORMATION:

1. Vendor Quote Must be Included with File for Funds **2. Vendor Invoice is Required for Payment**

Vendor Name:_____Address:_____

Phone #:_____FAX#:_____

Please Check the Following:

P.O. (5-7 working days)_____ FIU Pro-Card_____ Reimbursment Other Than Travel_____

Authorized Signatures:

_____ _____ _____

Advisor: (Print & Signature) Date Phone #

_____ _____ _____

Campus Life Advisor: (Print & Signature) Date Phone #

Req #_____ PO #_____

Revised - August 2010