

STUDENT CLUB PERFORMANCE AND TRANSFER APPROVAL

To support University's mission of equitable access to opportunities and resources necessary for success, departments are encouraged to engage with student clubs for event performances. Student clubs must be recognized by Student Activities, Campus Recreation, Athletics or by an Academic department.

UMW department _____ wishes to engage the UMW student club _____ for services at the event described below. In exchange, the UMW Department will request payment via Expenditure transfer after the performance is complete.

Name of Event: _____

Place of Engagement: _____

Date(s) & Time(s) of Engagement: _____

Compensation Agreed Upon: _____

Additional Event Details: _____

Transfer from UMW Department Funds for Expense:

FUND: _____ ORG: _____ ACCT: 71268E PRGM: _____ ACT: _____ LOC: _____

Transfer to Club 8 Fund/FOAP for Deposit:

FUND: _____ ORG: _____ ACCT: 56406 PRGM: _____ ACT: _____ LOC: _____

The UMW Department's email to Accounting@umw.edu confirms performance was complete and transfer can occur. This form is required for transfer and must be attached to the email. Transfer will be completed no more than 30 days after request. Date of this transfer request is _____.

CLUB OFFICER

Signature: _____

Printed Name: _____

Date: _____

Email: _____

UMW DEPARTMENT REPRESENTATIVE

Signature: _____

Printed Name: _____

Title: _____

Date: _____

UMW ASSOCIATE VICE PRESIDENT FOR FINANCE

Signature: _____

Printed Name: Julie Smith

Date: _____