

FACILITIES CAMPUS EVENTS REQUEST INTER-ACCOUNT BILL

Please read instructions

Department: _____ Date: _____
 Contact Name: _____ Phone: _____

Account Number: _____ Administrator: _____

Name of Event: _____

Building(s): _____ Room(s) _____

Request Start Date: _____ End Date: _____

Please check all that apply:

Special/Athletic Event Attendance _____

Fiscal Year: _____

SR-

FACILITIES MGMT USE ONLY

DO NOT WRITE IN THIS SPACE

TOTAL ESTIMATE: \$

Detailed Cost Summary Attached

TOTAL CHARGES: \$

I hereby certify that the materials and/or services listed above were furnished to the department as specified and that the prices charged are proper.

DFM Administrator or Authorized Agent

If additional description is required, attach a separate sheet- DO NOT USE ADDITIONAL FORM

Acceptance of Estimate and Authorization to Proceed: I hereby authorize DFM to proceed with the work described above and on any attached pages. I understand that the above account number will be charged for all labor, materials and other costs associated with the requested work upon completion of work or delivery of services in accordance with established University procedures.

 Department Head or Authorized Agent Position E-Mail Address Date



Instructions for Campus Events Requests

Use this form to request special events, athletic events, or other types of events. **All requests require an account number.**

EVENTS:

1. Complete all information, including estimated attendance and starting/ending dates.
2. Furnish a university account number and sign the authorization to proceed. All special event requests requiring table and chairs must be coordinated through the University Events Office. Provide original signed copy to Facilities Management office.
3. Because of fluctuations in the requested scope of work, labor and materials costs, and unforeseen contingencies, which may arise after an event is underway, Facilities Management, will not furnish estimates for special events. Regular time for delivery and setup of tables, chairs, staging, etc. will be furnished at no charge as the availability of personnel resources permits. All other labor, materials, and other incidental costs will be rendered at actual cost.