

**EVENT REQUEST FORM**

All requests must be submitted to the School of Law Finance Office 21 days prior to the event.

All requests must be typed and signed by the organization's president or treasurer

All requests must be submitted electronically, together with all attachments.

All requests must include a price quote on the vendor's letterhead and an event flyer.

The quote must clearly state that no alcoholic beverages are included.

The quote should not include any tax.

**Perkins** [udccatering@perkinsusa.com](mailto:udccatering@perkinsusa.com) (do not call 274-5820) must have the first right of refusal for business. One must submit a quote from them along with any vendor you wish to provide catering services with an explanation as to why you want to use your vendor.

Any requests not meeting the above requirements will be rejected. If timely submitted and approved, a purchase order will be issued. Organizations cannot accept delivery of any goods or services prior to a purchase order being issued. **All INVOICES must be sent to the following address and reference the purchase order number:**

**UDC Finance  
4200 Connecticut Ave NW, Bldg 38 Room 302  
Washington, DC 20008  
Attn: Accounts Payable**

Please contact the SBA Treasurer if you have any questions.

**CONTACT INFORMATION**

STUDENT ORGANIZATION:

CONTACT PERSON:

TELEPHONE:

EMAIL:

**EVENT INFORMATION**

NAME OF EVENT:

# OF ATTENDEES:

LOCATION:

START DATE:

END DATE:

START TIME:

END TIME:

VENDOR:

VENDOR BANNER #

PRICE:

BRIEF DESCRIPTION OF EVENT:

I, a duly authorized representative of the above listed student organization, respectfully request the SBA authorize the release of funds for the above described event. I certify to the best of my knowledge and belief that the information provided in this form is true, accurate, and in compliance with applicable SBA, law school, and university rules, regulations, and policies.

Signature:

Date:

ORGANIZATION PRESIDENT OR TREASURER

Signature:

Date:

SBA PRESIDENT OR VICE PRESIDENT

Signature:

Date:

SBA TREASURER