



Request to Encumber Funds

Phone: 974-5933 Email: abrown@uco.edu
Campus Box 214

Organization _____

Name of Event: _____

Date of Event: _____

Contact Person: _____

Phone Number: _____

Email Address _____

Room Charges

Include room charges only when not using the VP Room Rental Budget to pay for the rooms.

	73213	
Organization #	Account #	Total

	73213	
Organization #	Account #	Total

Catering Charges

This includes any items rented from catering: linens, serveware, etc.

	73617	
Organization #	Account #	Total

	73617	
Organization #	Account #	Total

	73617	
Organization #	Account #	Total

	73617	
Organization #	Account #	Total

NUC Rental Charges

Audio/Visual, TRC Support & Furniture. Includes spandex table covers.

	73214	
Organization #	Account #	Total

	73214	
Organization #	Account #	Total

Parking Charges

	73125	
Organization #	Account #	Total

	73125	
Organization #	Account #	Total

Miscellaneous

Security charges.
Maintenance/repair charges for work done by the NUC staff, etc.

Organization #	Account #	Total

Organization #	Account #	Total

Total amount to be encumbered:

Your signature below authorizes Events Management to encumber funds as indicated above and will also act as your approval of the invoiced charges after services have been rendered.

Financial Manager Date

In order for services to be provided, this form must be signed and returned to the Events Management Billing Office prior to the event. When paying for food, a Meal Expense Reimbursement Form (MERF) must be attached.