



Student Organization Request to Encumber Funds

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

Organization
Requesting Services: _____

Name of Event: _____

Date of Event: _____

Contact Person: _____

Phone Number: _____

Email Address _____

Catering Charges

Includes any items rented from catering: linens, serviceware, etc.

	73617	
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Organization #	Account #	Total
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	73617	
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Organization #	Account #	Total
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	73617	
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Organization #	Account #	Total
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	73617	
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Organization #	Account #	Total
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NUC Rental Charges

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

	73214	
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Organization #	Account #	Total
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	73214	
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Organization #	Account #	Total
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	73214	
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Organization #	Account #	Total
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	73214	
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Organization #	Account #	Total
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Miscellaneous

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

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Organization #	Account #	Total
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Organization #	Account #	Total
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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

Second Authorized Signature

Date

All "S" and "A" accounts require two (2) signatures.
For "S" accounts the SAF Budget Manager, located in NUC 150, must sign.
For "A" accounts this signature must match one on file in Accounts Payable for this account.

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. "A" accounts do not require a MERF.