**USF FOUNDATION, INC.**

**USF EVENT BUDGET FORM**

**\*EFFECTIVE 10/12/10 THIS FORM MUST BE ATTACHED TO ALL CHECK REQUESTS REGARDING STAFF/FACULTY MEETINGS, RETREATS, PARTIES, RETIREMENT, GOING AWAY, HOLIDAY AND ALL OTHER SIMILAR EVENTS WHERE THE ATTENDEES ARE *PRIMARILY* USF STAFF and FACULTY.**

**DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COLLEGE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INITIATOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXT:\_\_\_\_\_\_\_\_\_\_\_\_**

**VICE PRESIDENTIAL APPROVAL:\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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