

# LECTURES AND CONCERTS

## Event Information Form

### Request for Funds Transfer

**Instructions:**

A copy of an appropriately signed contract (host, performer/artist, department chair, and a Vice President) must accompany this request. Please submit both documents together. The transfer of funds will not commence until all required documentation has been received and approved.

Please submit your typed request form and contract electronically to the Office of the Dean of Students at [studentservices@cameron.edu](mailto:studentservices@cameron.edu) a minimum of 20 business days before the scheduled event to ensure the approval process has been completed and the allocated funds have been transferred.

**Event Information:**

Title of Event:	
Date of Event:	
Time of Event:	
Location of Event:	
Name of Presenter/Performer:	

**Funds Transfer Information:**

Account Name:	
Auxiliary Account Number:	
Amount of Funds to Transfer:	
Other Instructions:	

Name of the person/host requesting the funds transfer: \_\_\_\_\_

Email and office phone number: \_\_\_\_\_