



Corporate Relations Committee

Sponsorship Request Form

Use this form to request Corporate Relations funds to purchase items for your committee/program.

When your request has been approved, please send the invoice(s) for these items to the Treasurer along with a completed check request. Make sure you identify these items as items that should be paid for by the Corporate Partner Program.

Committee Information

Committee:	_____	Contact Name:	_____
Event Date:	_____	Street Address:	_____
E-Mail:	_____	City, State Zip:	_____
Date Needed:	_____	Contact Phone:	_____

Requested Sponsorship Information

	Quantity	Item	Requested Amount	Approved Amount
1.				
2.				
3.				
4.				
5.				
6.				
<i>Totals:</i>			\$ 0.00	\$ 0.00

If your committee needs to make other arrangements regarding purchases (such as prepayment) please note below what and why.

Additional Comments/Descriptions

Save and send this completed form to: corporaterelations@wacuho.org

Corporate Relations Committee Use Only

Signature _____

Date Received _____

Notes _____

Date Discussed _____