

## CS Student Group Request for Event Funds

Pizza for monthly meetings should be requested **5 business days before the event** from the CS Office, 1160 Torgersen Hall. **Please complete and email Teresa Hall at [teresa@cs.vt.edu](mailto:teresa@cs.vt.edu).**

Request date:	
Student group name:	
Event contact and VT email:	
Event title:	
Event date/time:	
Event location:	
Event purpose/objective:	
Was this included in your approved budget?	
Estimated # invitees:	
Proposed Agenda:	<i>Attach or provide link to Google Doc</i>
Description of Purchases:	
Amount requested:	
<b><u>Dept. Only:</u></b> <b>Fund #</b>	

**Notes:**

**Approval:** \_\_\_\_\_

*Robert Marcum, Business Manager*

**Date:**