

Associated Students, Phone: 619-594-6555, Fax: 619-594-8932, E-mail: [asaa@mail.sdsu.edu](mailto:asaa@mail.sdsu.edu)

Date: \_\_\_\_\_

To: Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

### Organization Information:

Student Organization: \_\_\_\_\_

Student Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact #: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Amount of Sponsorship/Donation: \_\_\_\_\_

### NOTE:

- Donations over \$5,000 must go through the Campanile Foundation and will incur an administration fee which will be deducted before funds are deposited in your activity account.
- This process takes approximately 7 to 10 days.

### INTERNAL ACCOUNTING USE ONLY

#### CHECKLIST:

Review/Verify Account: \_\_\_\_\_ Date: \_\_\_\_\_

Tracking Sheet Updated: \_\_\_\_\_ Date: \_\_\_\_\_

Create Letter: \_\_\_\_\_ Date: \_\_\_\_\_

Mail/E-mail/Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Review/Verify Account: \_\_\_\_\_ Date: \_\_\_\_\_