

POST-EVENT FORM

Please submit 1-2 days after your event / purchase with receipts.

Submitted by: _____

E-mail: _____

Submission Date: _____

Organization(s): _____

SGA Funds Chartstring: 1113 10592 051 CV _____

Event Title: _____

Carryover Chartstring: 5220 10592 051 CV _____

Date / Time of Event: _____

EXPENDITURE OF FUNDS (Please complete all information below; attach an extra sheet if more than 6 vendors)

Vendor / Payee – Person(s) receiving reimbursement	Total Cost (SGA + Carryover)	SGA-Allocated Funds Spent	Club Carryover Funds Spent
A.	\$	\$	\$
B.	\$	\$	\$
C.	\$	\$	\$
D.	\$	\$	\$
E.	\$	\$	\$
F.	\$	\$	\$
TOTAL	\$	\$	\$

Information on Vendor / Payee A

Items Purchased: _____

Mailing Address: _____

FIN/SSN: _____ Phone: _____

Contact Person: _____

Information on Vendor / Payee B

Items Purchased: _____

Mailing Address: _____

FIN/SSN: _____ Phone: _____

Contact Person: _____

Information on Vendor / Payee C

Items Purchased: _____

Mailing Address: _____

FIN/SSN: _____ Phone: _____

Contact Person: _____

Information on Vendor / Payee D

Items Purchased: _____

Mailing Address: _____

FIN/SSN: _____ Phone: _____

Contact Person: _____

Information on Vendor / Payee E

Items Purchased: _____

Mailing Address: _____

FIN/SSN: _____ Phone: _____

Contact Person: _____

Information on Vendor / Payee F

Items Purchased: _____

Mailing Address: _____

FIN/SSN: _____ Phone: _____

Contact Person: _____

CASH HANDLING

Have you collected cash revenue at this event? Yes No

If yes, have you completed a deposit with the Business Center? Yes No

EVENT EVALUATION

1. What was the estimated attendance of the event? _____
2. How would you rate the event overall? (1 = poor, 5 = excellent) 1 2 3 4 5
3. Should this program be repeated? Why?
4. What worked with the program?
5. What would you have done differently?

Additional Comments:

SIGNATURE

Treasurer: _____

Date: _____

OSL Advisor: _____

FOR BUSINESS CENTER USE ONLY

Scheduling Reference Number: _____

Acct. Update by: _____ Date: _____

Comments: