



Office of Student Activities
www.brightpoint.edu
studentactivities@brightpoint.edu

Request for Expenditure of Student Activity Funds

REQUESTS MUST BE SUBMITTED TO STUDENT ACTIVITIES FOR APPROVAL AT LEAST 30 (THIRTY BUSINESS DAYS PRIOR TO EVENT DATE LISTED BELOW.

All exceptions must be approved in writing prior to event date by the Coordinator of Student Activities.

- 1. Please type or legibly print this form.
2. Please contact the Student Activities Office with any questions about this form: (804) 706-5189 or studentactivities@brightpoint.edu.
3. Once this form is complete, deliver in person to the Office of Student Activities: Chester Campus - Nicholas Student Center, N122; Midlothian Campus - Hamel Hall, H109.
4. You will be notified of approval status via email.

SECTION A: SUBMISSION INFORMATION

DATE SUBMITTED: DATE(S) OF EVENT:
REQUEST SUBMITTED BY: DATE NEEDED:
ROLE TITLE (PRESIDENT, ADVISOR, ETC.): OFFICE LOCATION OR ADDRESS:
PHONE NO.: EMAIL ADDRESS:

EVENT NAME OR REASON FOR REQUEST:
STUDENT ORGANIZATION OR GROUP SPONSORING EVENT:

ADVISOR OF ORGANIZATION/GROUP:

FILL OUT IF REQUEST IS BEING SUBMITTED BY A STUDENT:
ADVISOR PHONE NO.: ADVISOR OFFICE LOCATION:
ADVISOR EMAIL: ADVISOR'S SIGNATURE:

-> Please continue on page two ->

Office Use Only:

Request Received on ___/___/___ By:
Approval Status: [] Approved on ___/___/___ [] Disapproved on ___/___/___
Approval Signatures:
[] Mr. Che M. Boisseau, Coordinator of Student Activities, date:
[] Dr. Bill Fiege, Vice-President of Learning and Student Success, date:
Requisition entered on ___/___/___ By: Requisition No.:
Budget Code:
Special Event Proposal Required? [] Yes [] No
Proposal Approved on: ___/___/___; by: [] Mr. Boisseau, [] Ms. Twitty

