

# department of student programs



Date Contract Received \_\_\_\_\_  
Event Date \_\_\_\_\_  
Organization \_\_\_\_\_

## CONTRACT ROUTING SLIP\*

**Contract must be routed, reviewed and signed in the following order to be processed:**

DATE	INITIALS	NAME	PHONE/E-MAIL
_____	_____	<b>student</b>	_____
_____	_____	<b>adviser</b>	_____
_____	_____	<b>Kevin Bailey, Assistant Vice President for Student Affairs</b> <b>Carolyn Barber-Pierre, Assistant Vice President for Student Affairs</b> <b>Jered Bocage, Director of Student Governance and Resources</b> <b>Missie McGuire, Assistant Vice President for Student Affairs</b> <b>Jane Rushing, Associate Director of Student Programs</b>	_____
_____	_____	<b>Cynthia Cherrey, Vice President for Student Affairs</b>	_____

Routing of this contract must be completed by \_\_\_\_\_

Hold contract in G02 LBC for pick-up  Forward to Director of Student Budgets\* for check issuance

\*Contracts MUST be turned in 3 weeks prior to event date and must accompany "Request For Pay To", W-8/W-9, and Room Reservation forms.