

Associated Students, Phone: 619-594-6555, Fax: 619-594-8932, E-mail: 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: _____