



EOP 50th Anniversary Banquet - March 26, 2021

Request to Transfer Funds to C03531

Requested by: _____ **Date:** _____

Department: _____ **MC:** _____

Phone Extension: _____ **Email:** _____

Pricing Information:

Each table will seat 6 guests

Seat \$25.00 per person

Seat w/ Mug \$40 per person

Table \$140.00

Table w/ Mugs \$200

of Seats _____

of Tables _____

Amount to be transferred \$ _____

from fund/account # _____

Project Approval/Authorized Signature

Please **print 2 copies of this form**: One for your personal records and the other to send via email to Shareka White at snwhite@sdsu.edu.

Please email all guest names to Shareka White at snwhite@sdsu.edu no later than **March 17, 2021**. If you have the names now, please provide them below:

Names of Guests:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Deadline to purchase tables is Monday, March 15, 2021. No guarantee tables will be available. *You will receive confirmation of your purchase no later than March 22, 2021.*