

Sponsorships are business transactions where a department gives financial consideration to an organization, in return for measurable benefits (e.g. event participation or signage) that clearly promote the department's missions. Therefore, sponsorships are unallowed, unless there is a clear benefit to the department's mission. If a clear benefit is not established, sponsorships cannot be paid from university funds. Departments can use foundation funds for these types of payments.

Complete the form and attach to the HokieMart Requisition or Purchase Order.

Department Contact Information

Department Contact _____

Email & Phone _____

Department _____ Fund Number _____

Sponsorship Recipient Information

Name _____ Sponsorship Amount _____

Recipient Web Address _____

Event Information

****Attach a flyer of the conference/recipient event, or other information with this form if available****

NOTE: Multiple sponsorships per event are NOT allowed

Event/ Conference Name _____ Event/Conference Date(s) _____

Event Description _____

Event Web Address _____

A. Promotional Table for Event? Yes Value of Table _____ No

B. Free Event Registration w/ Sponsorship? Yes Value of Registration _____ No

C. Other (Optional) Description _____ Value _____

If sponsorship amount exceeds the value of items received, describe how the sponsorship benefits the department's mission?

Certification Statement & Signature

I hereby certify the department has no conflict of interest in the selection of this sponsorship, no individual will receive personal or financial benefit, and gifts of any kind from the organization to individuals have been declined.

Certification by Department Head (Required):

Printed Name _____ Signature _____ Title _____ Date _____

Certification by Senior Management/Dean (Required if Sponsorship Amount over \$5,000):

Printed Name _____ Signature _____ Title _____ Date _____