

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 \_\_\_\_\_