



# Lake Sumter State College

## President's Activity Fund Request

Requester: \_\_\_\_\_ Name of Event: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
Campus: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Anticipated Cost: \_\_\_\_\_

**TYPE OF ACTIVITY AND BENEFIT TO COLLEGE: (Attach pertinent documents)**

\_\_\_\_\_  
\_\_\_\_\_

**GROUP/GUESTS** \_\_\_\_\_

\_\_\_\_\_

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_  
(Vice President/Report to President)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
President

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### For Business Office Use Only

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Promotions and Public Relations \_\_\_\_\_ Hospitality of Business Guest \_\_\_\_\_

### Authorization for Disbursement

Amount: \$ \_\_\_\_\_ Account #: \_\_\_\_\_ GLC Code: \_\_\_\_\_

Reviewed/Audited by: \_\_\_\_\_ Date: \_\_\_\_\_