

# Event Request Form

For review by Directors

**Requested By:**

**Event:**

**Date:**

**Time:**

**Participants:**

**Details:**

**Method of Payments:**

**Internal UCLA Departments:** Please provide internal UCLA Recharge ID information below.

\*\* CNSI may verify sufficient funding in the FAU to pay for services. Payments for venue use will be charged after the event, the same recharge ID will be used in the case of cancellation or repair for accidental damages.

**External Parties:** Please pay by check or money order to "UC Regents"

**Internal Billing Info:**

Originating Department: UCLA California NanoSystems Institute			Dept. Code: 0518		Prepared By:		Phone Ext.:		
☰	ACCOUNT	C C	FUND	PROJECT	FIN. CLASS		SOURCE	DESCRIPTION	REFERENCE
					SUB	OBJECT			
						5810			

For internal use only

Charge Determined to be \$ \_\_\_\_\_ in total.

Agreed Upon Event Package & Services: