



Off-Campus Spending Request

As we have reached the 85% vaccination rate on campus, we are allowing students to use ECOS funds for off-campus ventures. However, with the new variants and rising case numbers nationwide, we are requiring all off-campus spending to be pre-approved. **If the off-campus venture is not PRE-APPROVED, it will NOT be reimbursed.** Please complete all of the following information and return a physical copy to the VPFA in the ECOS Office. For any questions, please contact ecosvpfa@eckerd.edu.

THIS IS NOT A REIMBURSEMENT FORM. FOR A REIMBURSEMENT YOU MUST FILL OUT A FINANCIAL REQUEST FORM.

Contact Information:

Name: _____ Club Name: _____

Email: _____ Box #: _____ Date: _____

Spending Request Information

Location: _____

Date of Proposed Event: _____ Number of Students Attending: _____

Amount Requested: _____

Purpose: _____

Contribution to Functioning of Club: _____

ECOS USE ONLY

VPFA: _____ Date: _____