URHC Funds Request Agreement

We, the undersigned, agree to the following conditions and obligations in regard to funds granted by the United Residence Halls Council Executive Board:

1. Receipts (as well as excess funds) for granted funds MUST be rendered to the Treasurer or Advisor of URHC no more than one WEEK after the event for which the funds were requested.
   - For reimbursements: failure to render receipts within one week after the event will result in forfeiture of funds requested

2. Receipts must be ITEMIZED and list items/services purchased with granted funds

3. Any advertisement for the funded event MUST include/mention URHC.

4. No gift cards are allowed to be purchased with granted funds.

5. No other expenditures other those being paid for by URHC are allowed on the receipt.

6. The evaluation form attached to the funding proposal must be filled out to completion and turned in

7. Recipient of funds must keep in timely contact with Treasurer or Advisor of URHC. Failure to follow the above conditions will result in forfeit of future requests for funds from URHC.

Position and Organization:____________________________________________________
Name:____________________________ Signature:__________________________________

*Receipts, excess funds, and evaluation forms can be turned into the URHC office in the basement of North Carrick Residence Hall during any URHC officer’s office hours or to the URHC mailbox at the front desk of North Carrick
*URHC logo, office hours, and Constitution are located on the organization website at http://web.utk.edu/~urhc/URHC/Welcome.html.