

Co-Sponsorship Approval Form

A co-sponsorship is funding for a specific event or function, that is planned, hosted, and sponsored by an outside entity, where the University of Texas at Austin participates in the event and receives a benefit as well as recognition for the co-sponsorship.

This form is to be used when processing a payment related to a co-sponsorship. Such payment may be made from a non-centrally funded **or non-student tuition/fee funded** 19- or 29-account or an appropriate gift or agency account, using the 1535 object code. Procedures for co-sponsorships can be found at the following:

http://www.utexas.edu/business/accounting/hbp/09_expend/expend1-10.html

Describe the event or function and how the funds will be used (a detailed invoice may also be submitted to provide this information).

List the date(s) of the event or function

What is the benefit to the University for sponsoring the event?

How will the university receive recognition?

Departmental Use Only

Once the VP2 document has been created for the co-sponsorship payment, reference the document ID number in the field provided.

Document ID: _____

Amount of co-sponsorship: _____

Office of Accounting and Financial Management Use Only

Accountant Approval Received: _____

A signature from the president, the provost, a vice president, or a dean is required for approval of a co-sponsorship.

Authorized Signer

Date

Printed Name of Authorized Signer