

**PRAIRIE VIEW A&M UNIVERSITY**  
**ROY G. PERRY COLLEGE OF ENGINEERING**  
***Financial Assistance Application***

To receive funding from the Roy G. Perry College of Engineering Office of the Dean for your event and/or travel an application and supporting documentation must be submitted at least 6 weeks prior to the event and/or travel for which the funding is being requested. *\*Emergency and short notice requests will be at the discretion of the Dean.*

**Step 1: Application**

The following paperwork must be completed and submitted:

- Funding Request Application (TYPED)
- Documentation/Summary of the event/travel taking place
- Itemized/Anticipated expenses for the event/trip
- Proof of money raised

**Incomplete applications will not be accepted.**

**Step 2: Application Review**

After an application has been submitted, the Dean's Office will review the application and documentation that was submitted. If there are additional questions or concerns, the primary point of contact will be contacted. Once a decision has been rendered, the advisor and the point-of-contact will be notified.

**Step 3: Follow-Up**

If an organization receives financial assistance from the College, an Event Follow-Up Form must be presented to the Office of the Dean within 14 days of the event. ***Failure to present the Event Follow-Up will result in a one year funding suspension from the Roy G. Perry College of Engineering Office of the Dean.***

A follow-up presentation should include:

- A one page synopsis of the event
- Receipts from the event
- A detailed account of all expenses incurred

**Departmental Events/Travel**

*College support for Department specific events will not exceed the level of support provided by the respective department.*

\*Should your organization fail to attend the event, or fulfill the program in which the funding was awarded, the Office of the Dean should be contacted immediately. No funds will be dispersed directly to the organization.

# Application for Financial Assistance

Date:

Name of Organization : \_\_\_\_\_  
Organization Event : \_\_\_\_\_  
Event Date :

## Chapter President Information

Name : \_\_\_\_\_ Title : \_\_\_\_\_  
Phone No. : \_\_\_\_\_ E-mail Address :

## Chapter Treasurer Information

Name : \_\_\_\_\_ Title : \_\_\_\_\_  
Phone No. : \_\_\_\_\_ E-mail Address :

## Chapter Advisor Information

Name : \_\_\_\_\_ Title : \_\_\_\_\_  
Phone No. : \_\_\_\_\_ E-mail Address :

Brief description of the event :


Purpose of the event :


Benefit to the College of Engineering :


What events has the College sponsored that the organization/group/requestee/supported/participated in? :
Reason for requesting financial assistance:
Steps taken to defray the cost of the event:
How will the Organization benefit from the event? :
Number of participants : _____ Amount raised by the Organization : _____
Amount Requested from the College of Engineering :

***\*\*Attach a typed Expense Request Form (w/copies of quotes for each item)\*\****

