



GSA Prizes and Giveaways Request Form

GSO Name: _____ Date: _____

Name & Position of Person Filing: _____

Address: _____

Email: _____

Type of Item(s): _____

Please briefly describe your event and how winners will be selected, and items awarded or distributed.

I verify that I understand pre-approval from the GSA for the purchase of this item(s) is required prior to purchase.

Signature: _____

I verify that I understand my event must be advertised through the GSA Events List Newsletter and all other GSA channels, in addition to my GSOs getINVOLVED page at least 2 weeks in advance of the event.

Signature: _____

I verify and understand that my total expenditure may not exceed \$75 per semester and any event descriptions and advertisements must indicate that there will be prizes or giveaways during the event, giving all GSA constituents an equal opportunity to participate in the event, prizes, and/or giveaway.

Signature: _____

Please include the following necessary attachments:

- Website link(s) to requested item(s)



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On this form, provide a complete list of the requested item(s)

PART A: EXPENSES.

| ITEM NO. | ITEM DESCRIPTION (e.g. gift card, pens) | Vendor | COST |
|-----------------|--|---------------|-------------|
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| () | _____ | _____ | _____ |
| | | TOTAL: | ===== |

| | |
|----------------------------------|-------------|
| For GSA Internal Use Only | |
| Executive Council Approval | |
| President: _____ | Date: _____ |
| Executive Vice President: _____ | Date: _____ |
| Treasurer: _____ | Date: _____ |
| Secretary: _____ | Date: _____ |
| Comments: | |