University Life Programming Committee

(ULPC)

Post-Event Report DUE: **within 8 weeks after your event**

|  |  |
| --- | --- |
| **Program Title & Date** |  |
| **Grant Requestor** |  |
| **Sponsor(s) & contributed budget amount(s)**  **Include amount allocated by ULPC** |  |
| **Names of faculty involved** |  |
| **Expected Attendance as listed on grant** |  |
| **Actual Attendance** |  |
| **Organization #(s) for transfer of funds** |  |
| **Department budget contact name, phone, email** |  |
| **Copies of Invoices submitted/proof allocated funds have been spent (Yes/No). \*Please note if amount spent differs from amount allocated** |  |
| **Other (please attach event assessment results if available)** |  |

**Submit completed report to Alissa Karton (**[**akarton@gmu.edu**](mailto:akarton@gmu.edu)**) by DUE date above for transfer of funds – no exceptions.**

**(Due to the fact that ULPC receives almost double in grant requests than funds we have to allocate, if this form is not received by the DUE date above the money will be re-allocated to other grants.)**