

Valparaiso University

STUDENT SENATE
Student Union Building, Valparaiso, IN 46383 (219) 464-5524

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Contract Approval Form  
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Today's Date: _____

Please allow two weeks for processing

Organization: _____

Please attach a copy of the contract

Recognized _____ Allocated _____ Budgeted _____ Media _____

Speaker/Performer: _____

Event Date and Time: _____

Anticipated Cost: _____

Authorized by: _____ → Signature: _____

We, the undersigned, after reviewing the contract's stipulations and fees, assert that adequate equipment and funds exist to fulfill the contract, and hereby approve the above Speaker/Performer to perform under the contract on the performance date for the contracted amount.

Organization Executive Officer: _____ Date: _____

Authorized person responsible for equipment & set-up: _____ Date: _____

Executive Treasurer of Student Senate: _____ Date: _____