ACTIVITY FORM

UA Form 001

Revised January 2017

AF Control No.: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Approval Form for In-Campus Activities with corresponding Logistics and Funding Requirements)

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| --- | --- | --- | --- |
| DEPARTMENT / OFFICE / RSO: |  | CONTACT NUMBER OF PROPONENT: |  |
| WHAT (Title) |  | | |
| WHEN (Date) |  | Time: |  |
| WHERE (Venue) (proponent to inquire availability of venue from VPAO Secretary) | □ Auditorium □ Gymnasium □ Multi-Purpose Hall □ Social Hall □ UniCom Room  □ Domus Mariae Hotel □ Coffee Shop □ Swimming Pool □ Liturgy Room  □ Courtyard □ Covered Court □ Case Room □ Classroom:  □ Other, specify: | | |
| REQUIREMENTS / RESOURCES NEEDED:  (e.g. indicate quantity & layout for tables, chairs, sound system, platforms, equipment, etc.) | □ Chairs – **QTY**: □ Big Fans (gym)  □ Tables – **QTY**: □ DLP  □ Sound System & Microphones **QTY**:  □ Others, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| WHO (Participants – Department / Program / Grade or Year Level) |  | Expected Number of Attendees |  |
| WHY (Purpose/Objective) |  | | |
| PROJECTED FUNDING NEEDS | |  |  |  | | --- | --- | --- | | Nature | Amount | Forms to be attached | | Check Payment / Cash |  | Funding Request Form (FRF) for P1,000 and above  or Petty Cash Form (PCF) for aggregate amount below P1,000 | | Food |  | Request for Meals (RFM) | | Supplies |  | Requisition Form (RF) for supplies available at RMS  or Purchase Requisition (PR) for supplies to be purchased | | Reproduction |  | Reproduction Form | | Others, specify:  Sound System Supervision Fee  Janitorial Services Overtime Pay |  | Justification | | TOTAL |  |  | | | |

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| Prepared by: | Activity Endorsed by (For RSOs only): | Activity Endorsed by: | Activity Approved by: |
| For RSOs: To be signed by activity chair & adviser  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PROPONENT/S OF ACTIVITY | \_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DIR, OFFICE OF STUDENT AFFAIRS | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DEPARTMENT HEAD | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CLUSTER HEAD (UP, VPA, VPAA, VPF) |
| Date: | Date: | Date: | Date: |

|  |  |  |
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| Funding Needs Reviewed by: | Funding Needs Approved by: | Administrative Support Needs Approved by: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FINANCE FMS TEAM LEADER | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VICE PRESIDENT FOR FINANCE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VICE PRESIDENT FOR ADMINISTRATION |
| Date: | Date: | Date: |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Copy Received by:  (SIGNATURE & DATE)  Kindly indicate **N/A**, if not applicable |  | For activities requesting announcements on the website | For activities requesting photo coverage | For activities requesting use of common facilities | For activities with visitors from the outside | For activities requesting janitorial manpower | For activities requesting use of sports facilities | For activities requesting use of the Hotel | For activities requesting for sound system supervision |  |
| Proponent | EAMO | PhotoLab | PPGS | Security | Janitorial | Sports | Hotel | Sound System | Others |