Sponsorship Form QRG

The Sponsorship Form can be found on the eSHOP Home/Shop page under Special Forms or directly under the General Search bar by selecting forms. Use this form to gain Sponsorship approval.

- Use this form to initiate Sponsorship approval as per University policy.
- When this form is completed, a corresponding purchase order will automatically be created in eSHOP. The purchase order will be sent to the supplier. The supplier may then submit an invoice for payment against the purchase order.
- Enter one Sponsorship request per form

Instructions
1. Enter the Supplier you wish to sponsor. If the Supplier is not available in eSHOP please contact the 402.554.2386 to have the vendor added.
2. Input the location, date and time of the Sponsorship.
3. Select the Attestation Button to verify personal benefits have been declined.
4. What is the dollar amount of the requested Sponsorship? Enter a numeric value.
5. Explain the nature of the Sponsorship.
6. Explain how the Sponsorship benefits UNO and supports our Mission.
7. Assign a dollar value to the goods, services or benefits UNO will receive as a result of the Sponsorship.
8. Assign a dollar value for each good or service UNO will provide as a result of the Sponsorship.
9. Attach supporting documents, such as Supplier contracts, fliers, or email PDFs. **Supporting documents are required.**
10. From the Available Actions drop down box select Add and Go to Cart, then Go.

When complete, this form will be added to your shopping cart. You must complete the checkout process to route the form for appropriate approvals. **Please use GL 521518.**

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