



## PONY EXPRESS REQUEST

Please submit this completed form to SAMSA (Hughes-Trigg Student Center Suite 300) at least 3 business days prior to start of sales.

Chartered Student Organization: \_\_\_\_\_  
*This is to whom the check will be made payable.*

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Ticket Price: \_\_\_\_\_

- Once this form is completed, SAMSA will email you with authorization to proceed and the official Purchasing Form to track Pony Express donations/sales.
- All donations/sales must include the student name, SMU I.D. number, deduction amount, and signature on Purchasing Form. The Purchasing Form may be copied as needed.
- Once donations/sales are completed, all data must be put into an Excel spreadsheet.
- Return the original Purchasing Form(s) and Excel spreadsheet to SAMSA for processing no later than 3 business days following your event.
- SMU and Pony Express are not responsible for donations/sales where individuals do not have sufficient Pony Express funds.
- SAMSA will issue a check to the organization within 4 weeks of paperwork submission. University checks cannot be made payable directly to non-profit or charitable organizations without the approval of the SMU President.

**Office Use Only:**

Received: \_\_\_\_\_

Completed: \_\_\_\_\_

Approved: \_\_\_\_\_

Check Issued: \_\_\_\_\_

Org./Account Number: \_\_\_\_\_