

**KSC DestinyOne Fee Creation Form**

This form CANNOT be used to request course fees or program fees. Please use the Special Fee Request form for those requests.

Copies of all associated forms (e.g. off-campus travel) must be attached.

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| **Requestor Information** |
| Requestor Name:  | KSC Email:  |
| KSC Phone: | Cell Phone: |
| Requestor Role at KSC: |
| **Event Information** |
| Event Title/Name:  |
| Event Short Title (25-character limit): |
| ***Event Description*** |
|  |
| Will this event take place off-campus? Yes No  |
| If yes, where will it take place? |
| ***Event Cost per Participant*** |
|  |
| Cost Details: |
| ***Account Information for Collected Funds*** |
|  | **Fund** | **Org** | **Account** | **Program** | **Activity** |
| Account |  |  |  | 020 |  |
| ***Event Date/Registration Information*** |
| Event Start Date:  | Event End Date: |
| Event Registration Start Date:  | Event Registration End Date:  |
| Maximum Number of Registrations:  |
| ***Event Sponsor (for course-based Event, complete Department, Prefix, and Course #(s))*** |
| Department: Ed Prep | Prefix: | \*Course #: |
| KSC Organization: |

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| **Signatures** |
| Submitter’s Name: |  | Date:  |
|  Approve |  Deny | Dept. Chair Signature: | Date:  |
|  Approve |  Deny | Dean/Director Signature: | Date:  |
|  Approve |  Deny | Executive Officer Signature: | Date:  |
| Notification sent to Registrar and Business Office | Date:  |
| **Business Office** |
| Received by Business Office | By: | Date: |
| Notes: |

Business Office | MS1601 | finance.division@keene.edu