



Purchasing Department

4400 University Drive, MS 3C5

Fairfax, VA 22030

Sponsorship Justification Form

The Commonwealth Accounting Policies and Procedures Manual (CAPP Manual) requires that:

- Disbursements of State funds be paid to businesses or individuals who furnish goods and services to the University and
- Purchases must be considered essential to the operation of the University.

As a result, all requests for sponsorship must be accompanied by a written justification stating how the sponsorship benefits George Mason University and supports its mission. Requests for sponsorships are subject to a review and evaluation of the exchange. Please address the following points and submit to the Purchasing Office, MS 3C5.

Payee: _____ Amount: _____

- What is the nature of the project/event/service being sponsored?
- When is/was the project/event/service?
- Where is/was the project/event/service?
- How does/did the project/event/service benefit Mason and support our mission?
- Please assign and list a dollar value for each good or service Mason will receive as a result of this sponsorship. If advertising is included, please provide comparable advertising pricing targeted to a similarly sized audience.

Department Head/Principal Investigator:

Signature

Printed Name

Date