University Co-Sponsorship of Non-University Events

Should a University group consider to co-sponsor the event of a non-University group, all the following qualifications must first be met. The event must:

* Be related to and help to further the mission and core values of the University of Idaho.
* Be related to the mission and purposes of the co-sponsoring department.

Requirements for Co-Sponsorship of Non-University Events

Should a University group choose and qualify to co-sponsor an event with a non-University group, all the following co-sponsoring requirement must be fulfilled:

* A representative from the University group must act as the primary contact for the event (making the reservations, providing the details, etc.)
* In order to receive the University rates and tax exemption:

1. The invoice must be billed to the UI either as an invoice or on a UI purchasing card
2. Paid through a University Department index.
3. Invoices billed to outside vendors and forwarded to UI for payment in the support of the sponsored events will not be allowed.

* The sponsoring group/department must provide an index code to Conference and Event Services and will also be financially responsible for any additional charges or damages which may occur.