



ATHLETIC COMPLIANCE OFFICE

Please complete the information below. You must be an authorized representative of the requesting agency/organization/school to submit this request. Please note the following:

- Submitting a form does not guarantee the request will be fulfilled
- A letter on your organization’s official letterhead must also be submitted with this form
 - Microsoft Word or PDF document accepted if completed electronically
- Forms not fully completed will not be considered

Contact Name: _____ Phone: _____

Organization Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

What is being requested? (Please SPECIFY type/number of ITEMS and/or number of TICKETS, single or season, football or basketball)

What are the Items or Tickets going to be used for? (Please provide SPECIFICS: e.g. name of event; date; group that will benefit from fundraiser)

If the tickets are to be used for a Fundraiser of any type, please provide detailed information regarding where the proceeds will go. (e.g. Name of charity, purpose of charity)

Will any funds raised, directly or indirectly benefit prospective student-athletes (9th-12th grade)? YES NO
If Yes, Please Specify:

If you are approved to receive your requested Items or Tickets, you must agree to the following guidelines:

- The items or tickets shall not be loaned, donated, sold or otherwise transferred to a high school (9th-12th grade), prep school, junior college, or any other group consisting of prospective student-athletes, any staff member of such institution or group, any parent or guardian of a student of these institutions or groups, or any booster organization of such an institution or group.
- The items or tickets shall not be sold, auctioned or traded at any other event besides the event named above.

By signing this form, I agree to the aforementioned guidelines and understand that The University of New Mexico may take legal action should these guidelines be violated.

Signature of Requestor/Recipient of Item

Date

Submit this form, along with a request on your organization’s official letterhead (or Word/PDF document) to:

Eric Schultz
erschultz@unm.edu

All donation requests must be approved by UNM Compliance & Administration. Upon approval the request will be forwarded to the appropriate individual(s) to distribute the items (e.g., ticket office, equipment manager).

Compliance Office Authorization: _____ Date: _____

Asst. AD/Administration Authorization: _____ Date: _____