

GENERAL POOL REQUEST FORM

Note: All General Pool Request Forms must be submitted in PDF format to saaboforms@jjay.cuny.edu at least **one (1) week prior** to the planned date of activity. Requests may be honored based on availability of items. Once a General Pool request is approved, the responsible designee must notify saaboforms@jjay.cuny.edu within three (3) days after the date of activity with student recipient's information (photo copy of John Jay ID, Emplid, and Mailing Address).

Name of Organization/Department: _____

Contact Person Name: _____ **Phone Number:** _____

Email: _____

Event Information

Event Date/Time: _____ / _____ **Event Location:** _____

Event Description:

Items Request

Item Description	Quantity	Item Description	Amount	Quantity
AMC GIFT CARDS		B & H	\$20	
AMC BLACK TICKETS		MBJ GIFT CARD	\$10	
AMC GREEN TICKETS				

Distribution Method:

Please provide a brief detailed explanation as to how students will be selected to receive items.

By signing below, I acknowledged that I am responsible for following the policy procedures outlined in the Gift Card Policy.

_____ Title _____ Date _____
 SC Officer/CSIL/Department Designee