



Budget Allocation Funding Request Form

To: SGA Budget Allocation Committee

From: _____

(Name of Club/Organization)

Date: _____

Needed by: _____

(Date) Minimum 2 weeks or 2 meetings in advance

Request: Check

Cash

(Over \$149.00 must be a check)

Withdraw From:

Even Exchange Account: 11 2419 0140
Enactus Even Exchange Account: _____

Student Government Association
Open Account 16 6380 - _____ (to be filled out by SGA)

Amount Requested \$ _____

Purpose:

Authorization:

Club Advisor: _____ Club Treasurer: _____

Budget Allocation Committee Use:

Approved on: _____

Denied on: _____ Reason: _____

Vice President of Finance: _____

Director of Campus Involvement: _____

Dean of Students (\$100.00 or more): _____

Supporting documents must be attached to this request. Examples include: quote, proposed purchase order, estimated total with pictures/ description, etc.