



# Student Government Association Student Organization Funding Request Form

To: SGA

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**Authorization:**

Club Advisor: \_\_\_\_\_

Student Activities Director: \_\_\_\_\_  
(If not initialed by Director, this WILL NOT be processed)

Club Treasurer: \_\_\_\_\_

SGA Treasurer: \_\_\_\_\_

Dean of Students (\$100 or more): \_\_\_\_\_

***\*Please respectfully forward all signed copies on a timely basis***

**\*\* All requests need to be turned in minimum of 2 weeks in advance\*\***

**4-week minimum for checks over \$500  
6-week minimum for checks over \$1000**

Attachments: