



**HILBERT COLLEGE**  
Student Government Association

# 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.*