

Student Government Association

Club Fund Request Form

Club/Organization Applying: _____

Amount Requested: _____

Who will be checking out University credit cards (if any): _____

What is the best method to reach this person?: _____

On a separate Word Document:

- Put the name and date of your event.
- Submit a **detailed report** explaining what the requested funds are to be used for and how the money will benefit the organization and, if applicable, the student body, in addition to the Club Fund Request form.

All receipts must be turned in to SGA Treasurer

Breakdown of Expenses/ Itemized List of Purchases (Item and Cost):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reason for Request:

Conference Expenses	\$ _____
Campus Wide Event	\$ _____
SGA Approved Alternative Activity	\$ _____
_____	\$ _____

(If Alternate, describe event.)

Signatures

(Organization President) (Date)

(Organization Chief Financial Officer) (Date)

(Organization Advisor) (Date)

For Official Use Only
Meeting Date: _____
Meeting Time: _____
Meeting Location: _____
Amount Granted: _____