



Money Request Form

(Requests will only be accepted from Registered Student Organizations)

Per the Student Government Constitution (Sec. 5D), money requests will be granted per the following guidelines:

Money requests must be accompanied by a written budget and will be made as follows.

1. Monies requested for the exclusive use of the organization requesting will be limited to \$200.
2. Monies requested for reasons benefiting the whole student body will be limited to \$300.
3. Special money requests in excess of the limits may be brought before the Senate after receiving approval of the Executive Board. Such special requests may not exceed \$500.
4. Money requests may only be paid in a reimbursement fashion. No cash advances will be granted. Receipts of expenses related to the request must be submitted to the Treasurer no later than two business meetings from the date of the granting of the request and never later than the last day of final exams in the Spring Semester.
5. If an organization seeks reimbursement for an expense suspected to be unrelated to the request, it is at the discretion of the Treasurer to bring the expense before the Senate, which may grant or deny the reimbursement as they see fit.

Date of Request _____

Name of Organization _____

Advisor Name _____

Name of Event _____

Purpose of Event _____

Date of Event _____

Request Amount _____

Student Contact Information *(this person will receive the reimbursement check)*

Name _____

Address _____

City, State, Zip _____

Phone _____

Student ID Number _____

*Please attach a detailed budget for your event.