



STUDENT GOVERNMENT ASSOCIATION
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**STUDENT GOVERNMENT ASSOCIATION FINANCE COMMITTEE
STUDENT ORGANIZATION FUNDING PROPOSAL**

Please return this form and accompanying materials noted below and on reverse side to the mailbox of the SGA Treasurer, David Metcalf, in the office of Campus Life. Please remember to attach all relevant forms, such as Purchase Request Forms. These forms may also be found in the Office of Campus Life.

For events occurring on a given weekend, all materials must be submitted by FRIDAY OF THE PREVIOUS WEEK so that the request can be processed and payment can be delivered in a timely manner. For any event requiring a contract for services provided by an outside vendor, budget requests must be submitted at least ONE MONTH prior to the event date.

Organization Name: _____

Student Submitting Request: _____

E-Mail: _____ Cell: _____

Type of Request: Single Event Recurring Expense/Series Equipment
(Please circle)

Date of event/fulfillment: _____ Total Request: \$ _____

Narrative describing proposal/how it ties into your event. Please also include your plan for publicizing your event, as well as an expenditure breakdown. Please attach printouts for items needed online, and any other pertinent information regarding your request.

Treasurer's Use Only:
Proposal ID: _____ Status: _____

**PLEASE RETURN THIS FORM TO THE SGA TREASURER'S BOX IN THE OFFICE OF CAMPUS LIFE
(2nd floor Cotter)**

