

Student Organization Funds Request Form

- Before submitting this form, please confirm with the Business Officer that your organization has a university or foundation account and that sufficient funds are available.
- Please submit this form to the Business Officer at least **15 business days prior** to the projected date your expenses will need to be incurred.
- Please allow 2-3 business days for action on your funds request.

ORGANIZATION INFORMATION

Name of Organization/Department: _____

Organization Contact Person: _____ Contact Phone: _____

Contact Email Address: _____

Amount Requested: _____ Source of Funds: _____

Date(s) of Activity: _____ Location of Activity: _____

Purpose and Description of Projected Event, Travel, and/or Supplies Requested:

Faculty Advisor Signature Date

OFFICE USE ONLY

Date Submitted: _____ Date Reviewed: _____

Decision: _____ Approved _____ Denied _____ Hold _____ Amount Approved: \$ _____

Additional Information: _____

Financial Approver Signature Date