



ORGANIZATION FUNDS REQUEST PLEASE TYPE

OVER \$150.00

SECTION 1 – TO BE COMPLETED BY REQUESTING CLUB/ORGANIZATION

Initiated by:	Date prepared:	Organization name:
Organization contact person:		Telephone number:
Purpose of request (Be specific): _____ _____ _____		
Amount of request:	Date needed:	Date event registration form completed:

<i>Check to be issued to:</i> Name _____ Social Security number _____ Address _____ City, State, Zip Code _____ Telephone _____	CHARGE INFORMATION <table border="1" style="width: 100%; height: 100px;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;"> 15- </td> <td style="width: 50%;"></td> </tr> </table>	15-	
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APPROVALS

Treasurer or President, Student Organization: _____ <i>Signature</i> <i>Date</i>	Student Activities Accounting Technician: <div style="text-align: right;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div> _____ <i>Signature</i> <i>Date</i> SACT Approval: _____
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SECTION B – STUDENT ACTIVITIES ONLY

Amount of check:	Date of check:	Check number:
Signature of person receiving check:		Date:

REIMBURSEMENT OF CASH ADVANCE	POST AMOUNT
Total Cash Advance: \$ _____	5505 _____
Cash Returned: \$ _____	5501 _____
Total Expenditures: \$ _____	Other _____

1. All requests must be submitted to the Office of Student Activities two (2) weeks in advance of event.
2. Request for funds must be reimbursed no later than five (5) working days after completion of event. Person who signs funds request will be responsible for the full amount of money, or receipts totaling the same.