

# Budget Request Form

## Student Government Association

This Budget Request Form is to be completed by an UF student club member and submitted to the UF Facilities Office (AMU 5) for SGA review by Wednesday at 11:00am. This form should be submitted no later than three full weeks prior to the planned event. Each line item (i.e. Sodexo, or Prizes) must include an attached quote and design, if applicable. For assistance please email [SGA@findlay.edu](mailto:SGA@findlay.edu) or speak to an SGA representative at the SGA Office (AMU 11).

Event Name: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Event Summary:

Sponsoring Organization Name(s): \_\_\_\_\_

Requesting Student(s): \_\_\_\_\_

Student Phone #: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

Advisor's Approval Signature: \_\_\_\_\_

Will Advisor be present at event? \_\_\_\_ Yes \_\_\_\_ No

Line Item*	Amount Requested
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>REQUESTED TOTAL</b>	<b>\$ _____</b>
<b>Facilities Use Only</b>	<b>\$ _____</b>

SGA USE ONLY	
Total Requested Amount: \$	_____
Amount Allocated: \$	_____
Approved By:	_____
Date Approved:	_____
Treasurer:	_____
Account #:	_____
Stipulations:	_____
_____	_____
Date Stipulation Lifted:	_____
Comments:	_____

\*Each line item must have an attached quote to be considered for SGA funding

### Facilities Use Only

Facilities Reserved: \_\_\_\_ Yes \_\_\_\_ No Security Needed: \_\_\_\_ Yes \_\_\_\_ No Number of Officers: \_\_\_\_\_