ASCC STUDENT SENATE BUDGET REQUEST FORM

This request must be submitted in person to the Student Senate two weeks in advance of receiving money. Please type or print legibly in ink.

Organizational Contact:

Advisor_____ Email_____Phone _____

President_____ Email_____Phone_____

1. $_____ is requested by _____ (Maximum $1,500/year).

2. Organization's 15 digit account number from the business office: _____ .

3. Activity for which this money is being requested (please be specific): _____

_____

_____

_____

4. Date of Activity _____ .

5. Location of Activity _____

6. Amount of money your organization is providing for this activity: _____ (please attach budget).

* New organizations with first time budget requests must meet one half of the request from the Senate without exceeding the maximum. (ex: If the organization pays $300.00, the senate will pay $600.00 but not exceeding the maximum $1,500.00 limit)

* Previously recognized organizations who have submitted a request form before must meet the full amount of the request from the Senate. (ex: If the organization pays $300.00, the senate will pay $300.00 but not exceeding the maximum $1,500 limit)

7. Please submit a formal itemized budget for this activity along with the budget request. Please include food, lodging, transportation, registration, and any other fees which your organization may incur.

- All unused funds given to your organization must be returned to the ASCC student senate.
- Your organization *MUST* give a presentation to the ASCC student senate after each trip/function has taken place. A copy of all receipts must be returned to the ASCC student senate at this time.
- Your organization *MUST* be involved in some sort of campus and/or community service, and provide appropriate documentation.

_____ _____

Signature of Sponsor Date

_____ _____

Signature of Organization Treasurer Date

For Senate Use Only

Action _____ **Date** _____

Senate Treasurer _____ **Senate President** _____