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 Tuesday at 12:00pm. 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 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**
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
REQUESTED TOTAL	**$_____**
Facilities Use Only	**$_____**

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: _____