Student Club/Organization
Request for Funding
Student Activities Office

Directions: Complete this form for all funding required by your club or organization. Please obtain all required signatures before submitting the form to the Financial Officer of Student Activities in Office 614 two weeks prior to the date the funds are needed. ***Please note: checks can be picked up on only Tuesdays or Thursdays between the hours of 8:30a.m.-1:00p.m. and 2:00 p.m.-4:00 p.m. in Office 614. If check is not picked-up on requested date it will be placed into the club/organization's mailbox. If check is lost or stolen all bank charges will be deducted for the club/organization's account.***

Club/Organization Name _____

_____ _____ _____
Person requesting funds Date Submitted Date of Event

Date funds needed _____ Amount needed $_____

Payable to _____

Reason for funding – Please give a brief description of why funding is being requested:

_____

_____

_____

_____

Approval signatures:

_____ _____
Club officer Date

_____ _____
Club Advisor Date

_____ _____
Director of Student Activities Date

_____ _____
Vice President of Student Affairs Date

Updated: 6/23/2010