

FINANCE REQUEST



Requests must be submitted to the Business Office 72 hours in advance of the Finance Committee meeting.

All requests must be itemized and include:

1. A detailed projected budget.
2. A list of financial support from other key accounts.
3. How the project will promote the general welfare and morale of students.
4. Any fliers or relevant material.

Requestor: _____

Phone: _____

Activity: _____ Chair or Advisor: _____

DESCRIPTION

Total Amount Requested: \$ _____

FOR BUSINESS OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE

Amount Approved: _____

Account: _____

Account Description: _____