

STUDENT COUNCIL FUNDING REQUEST
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Student Council _____ University Account# 10-075

Group Sponsoring the Event(s) _____

Explanations (include location(s), dates and times, if applicable.)

Person responsible for project(s)

Name _____ Address _____ Date _____

Phone# _____

Payee or Vendor Name _____ Amount Requested _____
(If approving for more than one payee, write "Multiple" above and list names and reimbursements amounts on the back of this form.)

Type of Expenditure (Check all that Apply):

- Purchase Order (Attach contract, Order Form, Catalog Copy or Item Description)
- Payee Reimbursement (Attach original receipts, and canceled check [if necessary])
- Payment of Invoice(s) or Contract (Attach original or fax copy)
- Transfer to Outside Account: Bank Name _____ Account# _____
- Reimburse University Account: Department

Account _____ Fund _____ Organization _____ Project _____ Program

_____ (Attach copies of the University expense documents being reimbursed.) _____

Amount approved _____ President's Signature _____

Treasurer's Signature _____

Advisor's Signature _____

Note: This form cannot be processed by the Student Life unless there are at least two (2) signatures. Advisor's signature is required for expenditures and reimbursements over \$500. If a council officer other than the President or Treasurer is approving this form, please indicate position held.