



# Request for Expenditure of Club Funds

Completed requests should be submitted a minimum of two (2) weeks in advance of the date item(s) are needed for. Please submit form to Student Involvement (MAT 103) attn: Student Program Specialist. *Note: Funds may not be used for fundraising purposes.*

Today's Date: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount Requesting: \$ \_\_\_\_\_

Please state what the funds will be used for & how it relates to the overall mission of your club:

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Who is the vendor?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Are the funds for a service (i.e. dance instruction) or an item (i.e. business cards)?      Service      Item

Are you requesting funds to go towards food or beverage?      Yes\*      No

*\*If yes, please attach a statement on how food is integral to the activity*

Please attach any additional information you believe to be pertinent to your request (ex: itemized list of items/services, example of marketing, statement of support from other officers, list of collaborating entities, etc.)

*Due to the complexities of making purchases with state funds please note purchases that can be made via credit card are easiest to process, followed by check. Also, depending on the timeline and payment method, additional paperwork or information may be requested/required before payment can be processed. Thank you in advance for your understanding & cooperation.*