

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: _____