

Sponsoring Club/Group: \_\_\_\_\_

Student Representative Name: \_\_\_\_\_ Student Representative Signature: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Sponsor Signature: \_\_\_\_\_

**Check and complete ONE of the following descriptions for your request: Activity, Travel, Purchases**

<b>Activity Request</b> <i>(Attach itemized budget and additional documentation as directed)</i>		
Activity: _____	Date(s): _____	
Time(s): _____	Location(s): _____	
Description of Activity and Purpose:  		
Total Cost: _____	Funding provided by Club/Group: _____	Funding requested of SGA: _____

<b>Travel Request</b> <i>(Attach Travel Addendum and additional documentation as directed)</i>		
Travel/Conference: _____	Location: _____	
Departure Date/Time: _____	Return Date/Time: _____	
Description of Travel and Purpose:  		
Total Cost: _____	Funding provided by Club/Group: _____	Funding requested of SGA: _____

<b>Purchase Request</b> <i>(Attach itemized budget and additional documentation as directed)</i>		
Description of Items and Purpose:  		
Total Cost: _____	Funding provided by Club/Group: _____	Funding requested of SGA: _____

**Note: If clubs/groups are requesting funds from SGA when they already have funds in an agency account, a budget breakdown must be attached explaining the intended allocation of those funds.**

_____	_____
Student Government Association President	Date
_____	_____
Student Life Coordinator	Date
_____	_____
Associate Provost	Date
_____	_____
Provost	Date
_____	_____
Vice President, Operations	Date
_____	_____
Vice President, Academic Affairs/Chief Learning Officer	Date