Student Life
Budget Request

All budget requests are due by 5:00 pm the day of the March SGA meeting. If you have any questions, please contact Student Life.

Organization/Program Information

Organization/Program name: *

If an Organization, number of ACTIVE members:

If a Program, number of students served:

Name of individual submitting the request: *

Relationship of individual to the Organization/Program: *

DSC email: *

Provide a detailed description of community service projects, fundraising events, and/or other campus-wide programming events that met the needs of our campus and/or your organization.

*

Current Academic Year Budget
Information

Organization/Program budget received this year from SGA: *

To date, current balance remaining in budget: *

If any, total amount of additional funds received from SGA via a "Request for Funding": *

Provide a detailed description of how allocated funds were spent this year.

*

Upcoming Academic Year Budget Information

Organization/Program budget requested for the upcoming academic year: *

Provide a detailed description of how requested funds will be spent.

*

Budgets requested through the Student Government Association (SGA) can only be used for **approved** activities and events. Just because an anticipated activity or event (and/or other item) was listed on this budget request does not mean that it has officially been approved.

Budgets provided by SGA can be used from August 1st until April 30th of each academic year. Funds not spent by the Organization/Program, will be forfeited.

Please attach the following document(s):

Budget of the Current Year *
Budget of Upcoming Year *
Additional Documentation

Requestor name: * [   ]   Date: * [   ]

Office of Student Life
Budget Request

DECISIONS

You are about to complete your part of the Budget Request Form. Please review the information carefully and provide your decision. If while reviewing the form, you see additional information is needed, <u>DO NOT</u> deny the form, rather reject the request back to the form owner so that they may provide the additional information that is required. If you will be denying the request, please explain your reason for denial in the space provided and then select "Next" to sign off on your decision.

Organizational Advisor or Supervisor

Decision: * -- Please Select -- ▼

Please explain your decision below:

*

Student Life

Decision: * -- Please Select -- ▼

Please explain your decision below:

*

Requestor Signature	_____Date:_____
Organizational Advisor or Supervisor Signature	Electronic Signature Pending
Student Life Signature	Electronic Signature Pending