

# STUDENT LIFE STUDENT ORGANIZATION MONEY REQUEST

Please complete the following information and submit to Student Life Department in Room 100 or 127. Requests are reviewed bi-weekly.

The Student Life Department requires that money requests be submitted at least two weeks prior to the event date.

Student Government reserves the right to decline a money request because of insufficient documentation.

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## MONEY REQUEST INFORMATION:

Date of Request \_\_\_\_\_

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Student ID# \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor Email \_\_\_\_\_

Request Amount \_\_\_\_\_

Request Description (meeting, event title, conference, etc.)

Date of Event \_\_\_\_\_

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## PLEASE ATTACH A DETAILED BUDGET FOR YOUR EVENT.

### Money Request Guidelines

1. Monies requested for the exclusive use of the organization will be limited to \$200.
2. Monies requested for reasons benefiting the whole student body will be limited to \$300.
3. Special money requests in excess of the limits may be brought before SGA with written support.  
Such requests may not exceed \$500.
4. Money requests are only paid via reimbursement. No cash advances will be granted.  
Receipts of expenses related to the request must be submitted to SGA no later than 1 month following the date of the event and never later than the week of finals each semester.
5. If an organization seeks reimbursement for an expense suspected to be unrelated to the request, it is at the discretion of SGA to grant or deny the reimbursement as they see fit.
6. Gas, meals, hotel or any other receipts relating to student travel will not be considered for reimbursement.

Processed \_\_\_\_\_ Confirmed \_\_\_\_\_