

# USG 100W Request

**About You:**

Today's Date: \_\_\_\_\_

Date Disbursement Needed: \_\_\_\_\_

Requestor: \_\_\_\_\_

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

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

---

**Preliminary Information:**

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Requested Amount: \$ \_\_\_\_\_ Budget Line Item: \_\_\_\_\_

---

**OSU Dept Info:**

OSU Dept: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Tele: \_\_\_\_\_

---

Total Amount Requested: \_\_\_\_\_

**PLEASE ATTACH A QUOTE.**

---

**Supplementary Information:**

Did you attach a quote? \_\_\_\_\_

**I, the undersigned Cabinet Director, Senator or Executive, certify that the above information is accurate and complete.**

Director or Senator Signature: \_\_\_\_\_

Director or Senator Name: \_\_\_\_\_

---

**(For Office Use Only!)**

Quote attached: \_\_\_\_\_

1. Approved by Treasurer: \_\_\_\_\_

2. Accounted for: \_\_\_\_\_

3. Approved by Advisor: \_\_\_\_\_

4. 100W Issued: \_\_\_\_\_

5. 100W Sent: \_\_\_\_\_