

# USG Student Org Funding Request

**About You:**

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

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

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

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

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

**Preliminary Information:**

Student Org Name: \_\_\_\_\_

Description of Student Org: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Student Org Address:**

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

Org City: \_\_\_\_\_ Org State: \_\_\_\_\_ Org Zip: \_\_\_\_\_ EIN: \_\_\_\_\_

**Student Org Contact:**

Org Contact Person: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

**Financial Basics:**

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

Deliver to requestor's mailbox  Mail to Student Org's above address

**Supplementary Information:**

Did you attach a budget from the Student Org? \_\_\_\_\_

Did you attach a W-9 form from the Student Org? \_\_\_\_\_

Did you attach an Invoice from the Student Org? \_\_\_\_\_

Did you attach a signed student org agreement? \_\_\_\_\_

Did you attach a Senate bill (if from Senate)? \_\_\_\_\_

Do you have any link to the organization that may pose or be construed as a conflict of interest, including but not limited to, being an officer of the student org? If so, please describe in a supplement: \_\_\_\_\_

**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!**

Budget attached: \_\_\_\_\_ W-9 attached: \_\_\_\_\_ Invoice attached: \_\_\_\_\_ Agreement attached: \_\_\_\_\_

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

4. Check issued: \_\_\_\_\_

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

5. Check received: \_\_\_\_\_

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

6. Check delivered: \_\_\_\_\_

. Recorded to Check Schedule: \_\_\_\_\_