

Student Government Finance Committee
Financial Request Form

****Must be submitted to SGA Treasurer or SGA Box by Wednesday before House meeting****

Organization Name: _____

Account Number: _____
(PC or Bank Account)

Bank (if applicable): _____

Name of event/program: _____

Date of event: _____

Total amount requested: \$ _____

When money is needed: ____ / ____ / ____.

If check is needed, who is it for (Vendor): _____

****Please attach an itemized expected budget and any applicable invoices for this event, followed by a final receipt, to be turned in to the SGA treasurer, no later than 1 week after money is received ****

SGFC Representative: _____

SGA Treasurer: _____

Dean of Students: _____

Controller/Assigned Business Office Personnel: _____

Date approved by House: _____

Date of transfer: _____