Finance Committee Budget Proposal

University of Mary Washington
where great minds get to work

Instructions

This form should be used any time you need to request funding for an event. Print 11 copies and leave them in the Finance Committee's door in SAE by Thursday at 4pm in order to meet with us.

Contact Information

Name: _____

Email: _____

Phone: _____

Position: _____

Request Information

Date Request Submitted: _____

◯ New Allocation Request ◯ Re-Allocation Request

Club: _____

Organization Number: _____

Total Amount Requested:

Itemized Request	Amount
TOTAL	

Checklist

Before submitting your proposal to the Finance Committee, make sure that you have gone through the proper steps:

- ☐ ICA Recognized Club?
- ☐ Necessary Contract/Quotes for all of your Dollar Amounts?
- ☐ Gone to SAE for Event Planning?
- ☐ Visited the Finance Technician? (Becky Bezdan in SAE)
- ☐ Have an Advisor for Trips? (ex: Conferences, etc...

Notes

Falsifying information on this form is an Honor Council violation

Print Form

Reset Form

Finance Committee Use

Date _____

Approval _____

Amount _____