



Request for Expenditure of Student Activity Funds

REQUESTS MUST BE SUBMITTED TO STUDENT ACTIVITIES FOR APPROVAL AT LEAST 30 (THIRTY BUSINESS DAYS PRIOR TO EVENT DATE LISTED BELOW.

*All exceptions must be approved in writing **prior to event date** by the Coordinator of Student Activities.*

1. Please type or legibly print this form.
2. Please contact the Student Activities Office with any questions about this form: (804) 706-5189 or studentactivities@jtcc.edu.
3. Once this form is complete, *deliver in person* to the Office of Student Activities: Chester Campus – Nicholas Student Center, N103; Midlothian Campus – Hamel Hall, H109.
4. You will be notified of approval status via email.

SECTION A: SUBMISSION INFORMATION

DATE SUBMITTED:	DATE(S) OF EVENT:
REQUEST SUBMITTED BY:	DATE NEEDED:
ROLE TITLE (PRESIDENT, ADVISOR, ETC.):	OFFICE LOCATION OR ADDRESS:
PHONE NO.:	EMAIL ADDRESS:

EVENT NAME OR REASON FOR REQUEST: _____

STUDENT ORGANIZATION OR GROUP SPONSORING EVENT: _____

ADVISOR OF ORGANIZATION/GROUP: _____

FILL OUT IF REQUEST IS BEING SUBMITTED BY A STUDENT:

ADVISOR PHONE NO.:	ADVISOR OFFICE LOCATION:
ADVISOR EMAIL:	ADVISOR'S SIGNATURE:

→ Please continue on page two →

Office Use Only:

Request Received on ___/___/___ By: _____

Approval Status: Approved on ___/___/___ Disapproved on ___/___/___

Approval Signatures:

Mr. Che M. Boisseau, Coordinator of Student Activities _____, date: _____

Dr. Bill Fiege, Vice-President of Learning and Student Success _____, date: _____

Requisition entered on ___/___/___ By: _____ Requisition No.: _____

Budget Code: _____

Special Event Proposal Required? Yes No

Proposal Approved on: ___/___/___; by: Mr. Boisseau, Ms. Twitty

