PHILADELPHIA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

Date Submitted: _____
Name of the Event: _____
Name of Organization: _____
Date and Time of Event: _____
Location: _____
Amount the organization is contributing _____
Contact Person: _____
Contact Phone #: _____ Email: _____
Organizational Officer's Name Printed: _____
Signature of Organizational Officer: _____

Executive Board Use Only
Is the Organization Registered: ____ ____
Submitted 3 weeks prior to event _____
Is the Group Fundraising: _____
Was an Organization Officer Present ____
Amount Requested: _____

Approved: _____ Denied: _____

Please write a detailed description in the space provided below or attach an explanation, invoice and/or quote for your budget request and a detailed list of expenses to this form and return it to the SGA VP of Finances who's mailbox can be found in The Kanbar Campus Center room 306.

Total Amount Requested: _____

* For information regarding funding policies and guidelines please refer to the Student Government Association Constitution, ARTICLE VI "Organizational Funding". The Constitution can be found in the Clubs and Organizational Handbook and/or on the SGA website at http://orgs.philau.edu/sga .