FOR FINANCIAL MANAGER USE

REQUESTED:  
ALLOCATED:  
APPROVED: YES or NO

**Please type all proposals and submit to the SGA Office, Perkins Game Room 009E.**

Organization requesting funds:

Date funds are requested for: Fall / Spring Year:

Contact person name:

PSU Email: Phone:

Club Advisor name:

PSU Email: Phone:

Date budget submitted:



# STEPS FOR BUDGET REQUEST

1. On the next page, copy and paste a table for each program your club is hosting or attending. An itemization table for each of the items needed is under the program table. Please add additional rows to the item table for events requiring multiple items. Note\*\* gas is calculated at 53.5 cents per mile.

2. Explain the nature of the program/activity? How will students and/or the campus as a whole benefit by the funding of this proposal? How will the program/activity be advertised to all students? Who is the targeted audience? Please be as specific as possible.

3. Provide an invoice whenever possible in order to justify costs. For example, if your club needs a bus, provide an invoice from the bus company to support the request.

Financial Manager Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please add more tables or rows as needed.**

|  |  |  |
| --- | --- | --- |
| **Program Name:** |  | **Program Description:** |
| **Program Location:** |  |
| **Anticipated Number of Attendees:** |  |
| **Total Funds Requested for Program:** |  |
| **Is this program open to the campus?** |  |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Program Name:** |  | **Program Description:** |
| **Program Location:** |  |
| **Anticipated Number of Attendees:** |  |
| **Total Funds Requested for Program:** |  |
| **Is this program open to the campus?** |  |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Sample Budget

|  |  |  |
| --- | --- | --- |
| **Program Name:** | **Ice Cream Social** | **Program Description:**  **Our club’s ice cream social is focused on promoting the club and providing students with a social activity.** |
| **Program Location:** | **Perkins Plaza** |
| **Anticipated Number of Attendees:** | **200+** |
| **Total Funds Requested for Program:** | **$300.00** |
| **Is this program open to the campus?** | **Yes** |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
| Vanilla Ice Cream | $20.00 | 5 | $100.00 | Food Services |
| Chocolate Ice Cream | $30.00 | 5 | $150.00 | Food Services |
| Plastic Spoons | $0.50 | 100 | $50.00 | Walmart |
| Foam Bowls | $0.50 | 100 | $50.00 | Target |

|  |  |  |
| --- | --- | --- |
| **Program Name:** | **Sustainability Conference** | **Program Description:**  **Funds will be used to provide transportation and a hotel room for club members to attend a sustainability conference at University Park to enhance their knowledge of green technologies.** |
| **Program Location:** | **University Park** |
| **Anticipated Number of Attendees:** | **4** |
| **Total Funds Requested for Program:** | **$175.00** |
| **Is this program open to the campus?** | **Yes** |

Please list the materials, prices, and item location for the requested event amount below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Unit Price | Quantity | Item Total | Location |
| Days Inn Hotel | $100.00 | 1 | $100.00 | Days Inn, UP |
| Gas Reimbursement | $0.55 | 136 miles | $75.00 | N/A |
|  |  |  |  |  |