

FOR FINANCIAL MANAGER USE
REQUESTED: \$125.38
ALLOCATED: \$125.38
APPROVED: YES or NO

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

Organization requesting funds: Biochemistry and Molecular Biology Club

Date funds are requested for: Fall / Spring Year: 2018

Contact person name: Taty Morales

PSU Email: tsm5324@psu.edu

Phone: 610-461-6452

Sent allocation
11/4/2017

Club Advisor name: Dr. Shannon Nowotorski

PSU Email: slh167@psu.edu

Phone: X6005

Date budget submitted: 10/30/17

4:51 PM KRF
OCT 30 2017
RECEIVED

X Taty Morales
Club President Signed Name

X Shannon Nowotorski
Advisor Signed Name

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:
Complete funding was provided for the collaborative event.

Please add more tables or rows as needed.

Program Name:	Berks Think Tank	Program Description: The Think Tank is a large collaborative event where we can come together and discuss problems and solutions to current events. The clubs hosting the events are: College Republicans, Chamber Choir, Student Veterans Coalition, Accounting, Biology, Biochemistry, and World Affairs Club.
Program Location:	Penn State Berks	
Anticipated Number of Attendees:	45	
Total Funds Requested for Program:	\$125.38	
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	Description
Deli Sandwiches	\$11.00	45	\$495.00	Food Services	Supplies
Food	\$3.05	45	\$137.25	Food Services	banquet room
Maintenance (A)	\$10.00	2	\$20.00	Food Services	fruit w/ tip
Valued Student Gift Item	\$20.00	5	\$100.00		light/sound
					valued gift

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

No documentation for this item