

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE
REQUESTED: \$1,318.95
ALLOCATED: \$79.95
APPROVED: YES or NO

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

Organization requesting funds: Criminal Justice Club

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

Contact person name: Julian Pantoja

PSU Email: jpp5416@psu.edu

Phone: 484-663-0866

Club Advisor name: Jennifer Murphy

PSU Email: jxm1192@psu.edu

Phone: 610-396-6050

Date budget submitted: 10/30/2017

X Leuelo Ramirez
Club President Signed Name

X
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.

Attached at the end
Document
w/ advisor signature
was given after
the issue was discussed
prior to me due date
we accepted it.

Signature deadline 4:25 p.m. 10/30/17
* Get advisor
to sign cover page
Emailed advisor for a signed cover page, 11/4/2017

**STUDENT GOVERNMENT ASSOCIATION
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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.

Please add more tables or rows as needed.

Program Name:	Eastern State Penitentiary	Program Description: Our club seeks to book a trip to the Eastern State Penitentiary to learn about the history of the prison. This trip will be open to anyone interested on a first come first serve.
Program Location:	Philadelphia, PA	
Anticipated Number of Attendees:	25-30	
Total Funds Requested for Program:	\$1,247.75 \$0	
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
Charter Bus	\$1,085.00	1	\$1,085.00	Elite Coach, Ephrata PA
Driver Tip	\$162.75	1	\$162.75	Elite Coach, Ephrata PA

Program Name:	CRJC Pizza Party	Program Description: Our club seeks to have a beginning of the spring semester pizza party to promote the club. We want to welcome new and returning club members to a pizza party.
Program Location:	Franco 151	
Anticipated Number of Attendees:	25	
Total Funds Requested for Program:	\$71.20 \$79.95	
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
✓ Cheese Pizza	\$11.99 12.99	5	\$59.95 \$64.95	Tully's
✓ Pitcher of Iced Tea	\$7.50	2	\$15.00	Tully's
✓ Pitcher of water	\$0.00	2	\$0.00	Tully's

Financial Manager Notes:

SGA can not fund Eastern State trip as bus invoice was not attached. Also make sure that all documentation is complete prior to due date (like the advisor signature). We will not be as lenient next time.

No documentation / invoice provided for bus

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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

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