

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE
REQUESTED: 2671-98
ALLOCATED: \$ 1722-01
APPROVED: YES or NO

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

Organization requesting funds: Student Accounting and Business Society (Formally Known as Student Accounting Association)

Date funds are requested for: Fall / Spring Year: Spring 2019

Contact person name: Kyle Shuman

PSU Email: kes5825@psu.edu

Phone: (570) 449-7039

Club Advisor name: Mike Simon

PSU Email: mjs71@psu.edu

Phone: (318) 572-0343

Date budget submitted: 12/6/18

Kyle Shuman
Club President Signed Name

Michael Simon
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:

All costs were reduced due to results from
Actual expenditure form.
Please attach all quotes in future to this
document.

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Please add more tables or rows as needed.

Program Name:	Guest Speaker		Program Description: Educational seminar held by guest speakers who work in the field of accounting provide students with valuable information about career opportunities. This will be our most formal guest speaker of the semester	
Program Location:	Penn State Berks			
Anticipated Number of Attendees:	30			
Total Funds Requested for Program:	\$473.75 <i>→ 343.42</i>			
Is this program open to the campus?	Yes			
Item Name	Unit Price	Quantity	Item Total	Location
Sesame Chicken	5.75	30	172.50	Food Services
Fried Rice	3.25	30	97.50	Food Services
Lo Mein	3.25	30	97.50	Food Services
Grilled Citrus Herb Chicken	5.00	5	25.00	Food Services
Brownie Trifle	25.00	1	25.00	Food Services
Bulk Water	0	15	0	Food Services
Bulk Iced Tea	1.25	10	18.75	Food Services
Bulk Lemonade	1.25	20	37.50	Food Services

No invited

Program Name:	Guest Speaker		Program Description: Educational seminar held by guest speakers who work in the field of accounting provide students with valuable information about career opportunities.	
Program Location:	Penn State Berks			
Anticipated Number of Attendees:	30			
Total Funds Requested for Program:	\$381.75 <i>→ 260.25</i>			
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
Chicken Parm	5.00	30	150	Food Services
Four Cheese Baked Penne	3.75	30	112.50	Food Services
Garlic Bread	1.50	30	45	Food Services
Decorated Seasonal Cookies	18	1	18	Food Services
Bulk Lemonade	1.25	20	37.50	Food Services
Bulk Iced Tea	1.25	10	18.75	Food Services
Bulk Water	0	30	0	Food Services

No invited

**STUDENT GOVERNMENT ASSOCIATION
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Program Name:	Monthly Meeting	Program Description: Our general monthly meeting to review upcoming events.
Program Location:	Penn State Berks	
Anticipated Number of Attendees:	30	
Total Funds Requested for Program:	171.21 <i>270.98</i>	
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
Pepperoni Pizza	14.99	2	29.98	Food Services
Cheese Pizza	12.99	1	12.99	Food Services
Sausage Pizza	14.99	1	14.99	Food Services
Potato Chips w/ Dip	1.00	30	30.00	Food Services
Assorted Cookies/Brownies	9.00	3	27.00	Food Services
Water	0	30	0	Food Services
Lemonade	1.25	20	37.50	Food Services
Iced Tea	1.25	10	18.75	Food Services

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Potato Chips w/ Dip	1.00	30	30.00	Food Services
Assorted Cookies/Brownies	9.00	3	27.00	Food Services
Water	0	30	0	Food Services
Lemonade	1.25	20	37.50	Food Services
Iced Tea	1.25	10	18.75	Food Services

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

Program Name:	Movie Mixers	Program Description: Watch an educational film regarding accounting or other related business topics. <i>More Info Required</i>
Program Location:	Penn State Berks	
Anticipated Number of Attendees:	30	
Total Funds Requested for Program:	300 <i>275.05</i>	
Is this program open to the campus?	Yes	

*No
more*

Item Name	Unit Price	Quantity	Item Total	Location
Wrap buffet	11.00	25	275	Food Services
Brownie Trifle	25.00	1	25	Food Services
Bulk Water	0	30	0	Food Services