

168 for email for invoice

STUDENT GOVERNMENT ASSOCIATION
BUDGET REQUEST FORM

FOR FINANCIAL MANAGER USE
REQUESTED: \$560
ALLOCATED: ~~4560~~ ~~000~~ \$560
APPROVED: YES or NO

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

Organization requesting funds: Yoga and Meditation Society

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

Contact person name: Alicia Campbell

PSU Email: anc5404 Phone: 6109455435

Club Advisor name: Erica Pulaski

PSU Email: eag120 Phone: 6103966061

Date budget submitted: _____

X ~~Alicia Campbell~~
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.
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:
No invoice or quote provided

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Please add more tables or rows as needed.

Program Name:	Yoga Instruction	Program Description: Providing Yoga instruction from a certified instructor to all students as a form of relaxation. Note: This amount was initially requested to be removed from YAMS Fundraised Money before announcement of increased SAF money. That request is to be rescinded, and this is in place. See YAMS 2019 Spring Redistribution.
Program Location:	Dance Studio	
Anticipated Number of Attendees:	30	
Total Funds Requested for Program:	\$560	
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
Yoga Instructor	\$40	14	\$560	Dance Studio

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