

Organizational Oversight & Funding Committee Request Form

Requests for funding should be submitted to the Vice President of Student Senate via this form with as much advance notice as possible as requests are reviewed by the committee. Advances will only be considered if the form is submitted within 10 days of date of event/date or advance is needed.

Student Body Vice President
Kayla Green
kgreen17@eureka.edu
Campus Box # 372

Date Submitted: _____ Date Funds will be Used: _____

Name of Event (if applicable) _____

Organization Responsible for Event: _____

Contact Person(s) Responsible for Using Funds*: _____

E-mail/Phone Number/Box Number: _____

Amount Requested: \$_____ Advance Requested Reimbursement Requested

Date Advance Needed _____

**If an advance requested, please allow for at least 10 business days for request to be considered and processed*

Check Payable to (or account to transfer funds):

Please explain the purpose/Nature of the event and how the funds will be used. (Please feel free to attach additional sheets).

How will this event benefit the student body? How will it be promoted to the campus at large? Explain.

You must attach an itemized budget of your event to be considered for funding You must keep all receipts

documenting how funds were used. If seeking reimbursement, all receipts must be turned in to the Office of Student Life within 5 business days following your event for you to receive requested funds through the reimbursement process.

*If an advance was requested and approved, all receipts must be turned in within 5 business days following your event, otherwise you will be responsible for the amount of the advance which will be charged to your student account.

*If request is approved, you will receive a copy of this form for your records.

*Failure to utilize given funds in accordance to the stipulations outlined above will result in the revocation of any remaining funds and it would be the responsibility of the organization to pay back the amount of funds already used.

Below is for the Organizational Oversight & Funding Committee Use Only

Amount Requested: \$ _____ Amount Approved: \$ _____

Authorized Signature: _____ Date: _____
OOF Chair (VP of Senate)

Authorized Signature: _____ Date: _____
Dean of Students

Date of Check Request/Transfer Processed: _____ Date Receipts Received: _____

Special Instructions: _____

_____ Date Signed Copy Provided to OOF Chair _____ Date Signed Copy Provided to the Office of Student Life Office Manager