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