

Chippewa Valley Technical College Student Government

NON-TRAVEL - Club/Organization Funding Request

(Requests will be reviewed within two weeks of submission.)

Name of Club/Organization: _____

Advisor's Name: _____ Office #: _____

Advisor's Email: _____ Phone #: _____

Date(s) of Activity: _____ Location of Activity: _____

Is Activity Limited to Program Students? _____ Number Expected to Attend: _____

Total Cost of Activity: \$ _____ Amount being requested: \$ _____

Transfer \$ to following Club Account: Fund 700 _____ / Org 93403 / Account 4729 / Program 0

Describe Activity/Item to Be Purchased: _____

How is this activity expected to benefit CVTC students? _____

If purchasing service/speaker – attach copy of contract &/or provide name & mailing/website address.

Attach any supporting documentation (i.e., quotes, receipts, brochures, etc.)

Advisor's Signature: _____ Date: _____

Student Life/Student Government Use Only:

Request Received: ___ / ___ / ___ by _____ from _____

A) Budget Committee Reviewed: ___ / ___ / ___

B) Ex. Board Reviewed: ___ / ___ / ___

C) SGA Reviewed (if needed): ___ / ___ / ___

Amount Approved: \$ _____ on ___ / ___ / ___

Receipts Received: ___ / ___ / ___ by _____ from _____ on ___ / ___ / ___

Transferred into above account by _____ on ___ / ___ / ___

Notes: _____

Attach copy of "request to transfer" that was sent to Business Office