

Request For Senate Legislative Appropriations

Instructions:

Check Request

Completed:

Yes

- 1. Complete this form AT LEAST TWO WEEKS BEFORE FUNDS ARE NEEDED.
- 2. Submit the original to the ASO Secretary to be put on the Executive Finance Committee (EFC) and/or A.S.O. agenda.
- 3. The senate representative(s) must present the request to the EFC if money is required.
- 4. The senate representative(s) must present the request to the ASO Senate.

5. If approved by the	he ASO Senate, subr	nit all necessary receipts, c	ontracts, etc. to the ASO office for payment/transfer of fund
*It is suggested tha	at the department or o	club associated with the bil	l (if applicable) have a representative
Name of Event/Activity:			Date Submitted:
Date of Event/Activity:			Date Funds Needed:
Total Amount Requested:			Description of Benefit to ASO/Student Body:
Description of Eve	ent/Activity:		
	ATT		T LISTING ALL ITEMS AND COSTS
EFC Approval:	Yes	No	Comments:
ASO Senate Approval	Yes	No	ASO President Signature
Amount Approved	:		

No

Check

Request #: