

# Executive Senate Event/Program Funding Request

<b>Program Title:</b>	
<b>Sponsoring Club/Organization:</b>	
<b>Council:</b>	
<b>Date/Location/Time:</b>	

Budget Line and Name		Amount
█	Hospitality	\$
█	Supplies	\$
█	Printing and Advertising	\$
█	Professional Services (Dancers, Singers, Artists)	\$
█	Rentals for Special Events	\$
█	Dues and Subscriptions	\$
█	Gift Cards/ Gift Expense	\$
█	Promotional Items	\$
█	Speakers (Events, Retreats, Conferences)	\$
Total:		\$

Vendor	Amount	Vendor	Amount

I understand that I must comply with all funding regulations as listed in ASI policy and the funding organization's bylaws.  
 I understand that it is my responsibility to meet with the Financial Officer to provide any necessary receipts or paperwork needed for a vendor to be paid or for a student and/or payee to be reimbursed.  
 I understand that the funds shall not be transferred to my organization's account  
 I understand that all payment for goods and services from the funds allocated are to be coordinated with the Financial Officer to be submitted to ASI no later than 45 days from the stated program date.

\_\_\_\_\_  
 Student Requestor Signature

\_\_\_\_\_  
 Date