Special Allocation Request

Organization

Original Allocation $  

Fundraising $  

Current Balance $  

Requested Amount $  

**DETAILED JUSTIFICATION OF REQUEST:** Include names and student identification numbers of those students who will be attending the conference or event. Itemize transportation costs, lodging costs, meals, and all other expenses incurred. Please attach supporting materials such as conference/event brochures and itineraries if available. Indicate if expenses are actual or estimated. Adhere to SAI Per Diem of $25 per day for meals. Breakfast: $6.00; Lunch: $6.00; Dinner $13.00. (If purchasing, rebuilding, or repairing a fixed asset at a cost of $250 or more, please obtain a copy of the "Capitalization and Bid Policies"). Be prepared to prove fundraising amount.

Advisor Signature  

President Signature  

Treasurer Signature

For Office Use Only - Do Not Write Below This Line

OBJECT: Passed Rejected Other Date:  

INGRESS: Passed Rejected Other Date:  

Student Government President  

Financial Secretary