



**DON'T KNOW HOW TO FILL OUT A
'SUPPLEMENTAL BUDGET REQUEST' FORM!?!?**

LET US HELP YOU!

FOLLOW NUMBERED ARROWS

Provide the **club or organization** requesting. Also, provide the name of the requester **at the time** of the request.



MCLA STUDENT GOVERNMENT ASSOCIATION SUPPLEMENTAL BUDGET REQUEST FORM



Club/Organization Name: _____

Contact Name: _____ MCLA Box # _____

Amount of money requested: \$ _____



Provide the **mailbox #** of the requester **at the time** of the request.

Please provide the amount of money **requested** by the club or organization.

FOLLOW NUMBERED ARROWS

1

Provide a **brief description** of what the amount requested will be used for. Also provide an attached copy of a **budget breakdown** to give to give a better understanding.

What will the money be used for? Please explain in detail and attach a concise budget breakdown of what items will be purchased and how much each it estimated to cost.

What is the date the money is needed by? _____

Why was the funding not requested during the past budgeting season?

2

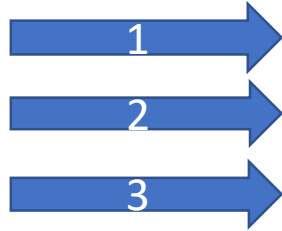
Provide a **date** for when the money is needed.

3

Provide an **explanation** on why your club or organization is requesting this amount **now** and why you didn't **originally** request this amount.

FOLLOW NUMBERED ARROWS

Provide the signature of the club or organization **president** and **treasurer**.



Print / Sign / Date

Club President _____

Club Treasurer _____

SGA Treasurer _____

Provide the signature of the **SGA treasurer**.

SGA Use Only:

~~Amount of Money Approved by Senate \$ _____ Date Approved: _____~~

~~SGA Treasurer Signature _____~~

PLEASE SUBMIT FORM AT LEAST 3 WEEKS PRIOR TO THE DATE NEEDED

****PLEASE NOTE, THIS FORM NEEDS TO BE SUBMITTED ATLEAST 3 WEEKS PRIOR TO THE DATE NEEDED****