DON’T KNOW HOW TO FILL OUT A ‘SUPPLEMENTAL BUDGET REQUEST’ FORM!??

LET US HELP YOU!
Provide the **club or organization** requesting. Also, provide the name of the requester **at the time** of the request.

1. Provide the **club or organization** requesting.
2. Provide the name of the requester **at the time** of the request.
3. Please provide the amount of money **requested** by the club or organization.
Provide a brief description of what the amount requested will be used for. Also provide an attached copy of a budget breakdown 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 is estimated to cost.

What is the date the money is needed by? ________________________________

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

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

Provide a **date** for when the money is needed.
Provide the signature of the club or organization **president** and **treasurer**.

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

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