

Dear Presidents, Treasurers, and Advisors,

It is important that all of you are active participants in the budget request process. We do not want anyone to be surprised by lack of funding due to an incomplete form or a form not being submitted.

Presidents and Treasurers, you should work together to fill the form out. If you already know who next year's president is, you should include them as well. Once you have completed the form, please set-up a time to review it with your advisor(s). Even if you are not requesting any funding, please inform your advisor and president-elect of this decision so that everyone is aware.

Also, please include the total you are requesting on this sheet. If you are not requesting any money, please just submit this cover sheet only, and note below that the total amount you are requesting is \$0.00.

Once the form is completed and reviewed by the proper individuals, please print and sign your names below.

Please attach this to the top of your budget request forms. All documents should be submitted (as a hard copy) no later than 4:30 P.M. on March 2nd to the SGA office in the Office of Student Activities, and electronic version on PAX. Late submissions will not be reviewed during the first round of budget reviews, and may result in less funding.

Please feel free to contact me via email (Madison.kleintop@alvernia.edu) with any questions or concerns.

All the Best,
Madison Kleintop

Amount Requested

Amount Approved
(leave blank, for committee use)

President's Name (please print)

President's Signature

Date

Treasurer's Name (please print)

Treasurer's Signature

Date

Advisor's Name (please print)

Advisor's Signature

Date

Advisor's Name (please print)

Advisor's Signature

Date

Advisor's Name (please print)

Advisor's Signature

Date

President-Elect's Name (please print)

President Elect's Signature

Date