FLORIDA SOUTHERN COLLEGE STUDENT GOVERNMENT ASSOCIATION REQUEST FOR FUNDS UP FRONT FORM

Please fill out the following information and submit the completed form to the Student Activities Office located in the Bandshell.

Date:		
Organization:		
Description of Charges: Please provide a detail where they will be purchased from and an estin		
Explanation of why money is needed up front:		
Does the vendor accept purchase orders:	yes	no
If no, please have the vendor sign indicating the	at they do	not accept purchase orders:
Vender Name:	Signat	rure:
Approved amount to be given: \$		
Funds requested from (check one): Assisti	ng Funds	Senate (yearly budgets)
Make amount payable to [please list ID # if app	olicable]:	
	ID #_	
Requested by:		Title:
Signed by ORGANIZATION:		
Signed by ORGANIZATION ADVISOR:		
Approved by:[House/Senate]		Date:
Signed by SGA:		

When funds are spent ORGINAL RECEIPTS MUST be submitted to Office of Student Activities within 48 hours of the purchase.