



SGA USE ONLY

Rec. on: _____

Status : _____

Allocations Request Form

Fall 2010

Organization Name: _____

Organizational President and Treasurer Signatures:

President

Treasurer

Please list and describe in detail each anticipated expense under the most appropriate category. Group entries under each category by event/purpose. Please prioritize your requests and be as specific as possible. If you are collaborating with another student organization, make sure both organizations allocate separately for their portion but indicate that it is a collaborative effort.

Note: Not every category will be needed for each organization.

Estimated Amount of Self-Generated Fundraising: _____

Printing/Postage

Photocopier expenses, Print Shop costs for advertising, mailings to other colleges, replies to conferences etc.

Description	Expense

Travel

All travel expenses including to and from conferences and other off campus activities (Includes SGA van)

Description	Expense

Programming

All items related to any programming (i.e. lectures, contracted performers, etc.) This can include programming for membership, the campus, or the Albright community at large. Please list each program (or group of related programs) separately.

Description	Expense

Food

Only food that is for the event itself (Not food used at normal meetings or events)

Description	Expense

Other Expenses

Any other expenses related to your organization that may have been forgotten.

Description	Expense