



File For Funds

Florida International University • Broward/Pines Center
A&S Business Office WUC 141
Phone: (305) 919-5223 • Fax: (305) 919-5771
MUST BE TYPED AND SUBMITTED 3 WEEKS IN ADVANCE

Office Use Only

Req: _____
PO: _____
Rcpt: _____
Vchr: _____
Pd: _____

<p>Amount Requested \$ _____</p> <p>Event Date ____ -- ____ -- ____ Mon Day Year</p> <p>Date Funds are Needed ____ -- ____ -- ____ Mon Day Year</p> <p>Start Time <input type="checkbox"/> AM ____ : ____ <input type="checkbox"/> PM</p> <p>End Time <input type="checkbox"/> AM ____ : ____ <input type="checkbox"/> PM</p> <p>Event Location _____</p>	<p><u>Vendor Information</u> Name: _____ FIU Vendor #: _____ Address: _____ _____ Phone: _____ Fax: _____</p> <hr/> <p>Department Code: 1540340004 Line Item: _____</p> <hr/> <p><u>Organization/Department Information</u> Department Name: <u>Broward/Pines</u> Requestor's Name: _____ Position in organization: _____ Address or Rm. #: _____ Phone: _____ Email: _____</p> <p style="color: red; font-size: small;">I HAVE READ THE SGA FINANCE CODE _____ (Please place check mark on line)</p>		
<p>Please explain how the money will be used: </p>			
<p>Club/Organization Signatures</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"> <p>(Person requesting funds) Organization Representative: _____ Requestor Date: _____</p> <p>_____ Broward/Pines Advisor Date: _____</p> <p>_____ Director of Campus Life Date: _____</p> </td> <td style="width:50%; padding: 5px;"> <p><u>CL ACCOUNTING – DATE STAMP:</u> </p> </td> </tr> </table>		<p>(Person requesting funds) Organization Representative: _____ Requestor Date: _____</p> <p>_____ Broward/Pines Advisor Date: _____</p> <p>_____ Director of Campus Life Date: _____</p>	<p><u>CL ACCOUNTING – DATE STAMP:</u> </p>
<p>(Person requesting funds) Organization Representative: _____ Requestor Date: _____</p> <p>_____ Broward/Pines Advisor Date: _____</p> <p>_____ Director of Campus Life Date: _____</p>	<p><u>CL ACCOUNTING – DATE STAMP:</u> </p>		