



File For Funds

Florida International University • Bay Vista Hall Council
 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: <u>1543140005</u> Line Item: _____</p> <hr/> <p><u>Organization/Department Information</u> Department Name: <u>Bay Vista Hall Council</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><u>Club/Organization Signatures</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"> <p>(Person requesting funds) Organization Representative: _____ Date: _____</p> <p>Requestor</p> <p>_____ Date: _____</p> <p>BVHC Advisor</p> <p>_____ Date: _____</p> <p>Director of Campus Life</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: _____ Date: _____</p> <p>Requestor</p> <p>_____ Date: _____</p> <p>BVHC Advisor</p> <p>_____ Date: _____</p> <p>Director of Campus Life</p>	<p><u>CL ACCOUNTING – DATE STAMP:</u> _____ _____ _____</p>
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