



# File For Funds

Florida International University • ISSS

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><b>Amount Requested</b> \$ _____</p> <p><b>Event Date</b> ____-____-____ Mon Day Year</p> <p><b>Date Funds are Needed</b> ____-____-____ Mon Day Year</p> <p><b>Start Time</b> <input type="checkbox"/>AM ____:____ <input type="checkbox"/>PM</p> <p><b>End Time</b> <input type="checkbox"/>AM ____:____ <input type="checkbox"/>PM</p> <p><b>Event Location</b> _____</p>	<p><b><u>Vendor Information</u></b></p> <p><b>Name:</b> _____</p> <p><b>FIU Vendor #:</b> _____ <b>Address:</b> _____</p> <p>_____</p> <p><b>Phone:</b> _____ <b>Fax:</b> _____</p> <hr/> <p><b>Department Code:</b> <u>1543140006</u></p> <p><b>Line Item:</b> _____</p> <hr/> <p><b><u>Organization/Department Information</u></b></p> <p><b>Department Name:</b> <u>ISSS</u></p> <p><b>Requestor's Name:</b> _____</p> <p><b>Position in organization:</b> _____</p> <p><b>Address or Rm. #:</b> _____</p> <p><b>Phone:</b> _____ <b>Email:</b> _____</p> <p style="color: red; font-size: small;">I HAVE READ THE SGA FINANCE CODE _____ (Please place check mark on line)</p>		
<p><b>Please explain how the money will be used:</b></p>   			
<p><b><u>Club/Organization Signatures</u></b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-right: 1px solid black; padding: 5px;"> <p>(Person requesting funds) Organization Representative: _____</p> <p>Requestor _____ Date: _____</p> <p>Director of ISSS _____ Date: _____</p> <p>Director of Campus Life _____ Date: _____</p> </td> <td style="width:50%; padding: 5px;"> <p><b><u>CL ACCOUNTING – DATE STAMP:</u></b></p>     </td> </tr> </table>		<p>(Person requesting funds) Organization Representative: _____</p> <p>Requestor _____ Date: _____</p> <p>Director of ISSS _____ Date: _____</p> <p>Director of Campus Life _____ Date: _____</p>	<p><b><u>CL ACCOUNTING – DATE STAMP:</u></b></p>   
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