



**SAINT LEO
UNIVERSITY
SGU ALLOCATION REQUISITION FORM
FOR CONFERENCES:**

PLEASE READ RULES COMPLETELY BEFORE FILLING OUT FORM

Organization Information:

Name of Organization: _____ Phone #: _____
 Name of Requestor: _____ Phone #: _____
 Name of Advisor: _____ Phone #: _____

Conference Information:

Conference Name: _____
 Event Date(s): _____
 Location: _____
 What is the purpose of the conference? _____

How many members of your organization will be attending? _____

Please List the Names of the Members Attending: _____

Total Cost of the Conference: _____

Will your advisor be present at the conference? _____

Please describe the conference in detail: _____

What means of travel are you using for this event? _____

Will the event require that you stay overnight in a hotel? _____

If yes, what hotel are you staying at? _____

SGU Allocation Requisition for Conferences

Allocation Information:

Total Allocation Request: _____

What expenses will the funding be used for? _____

Name of Person or Business receiving money: _____

Money in the form of cash, check, or purchase order? _____

How will this allocation benefit your club/organization? _____

How much and what percent has your organization contributed to this event? _____

What expenses will your organizations contribution (25%) be used for?

RULES:

This form must be submitted at least forty-five days prior to the event to allow for enough time for the processing of your request. The allocation requisition form must be filled out completely. All allocation money that is spent must be documented by receipts and excess funding must be returned to the SGU Executive Treasurer. Your allocation request will be reviewed by the Student Government Union Finance Committee and you will be notified of the decision prior to the next Student Government Union Senate Meeting. Failure to follow the allocation guidelines will result in your- organization losing allocation privileges for two semesters. ****Please note that Conference Brochures and additional printed information is required to allow the Finance Committee to make their decision. Also note that any information submitted is subject to verification by the Student Government Union Finance Committee. ****

Signature of Person requesting Funding

Date

Request was Approved or Denied? _____

Signature of SGU Executive Treasurer

Signature of SGU Advisor

Date

Date