

# Supplementary Allocation Request

**Date:**

**To:** Budget and Finance Committee, Student Senate

**Cc:** Whitney Hu, Student Body Treasurer

**From:**

**RE:** Supplementary Allocation for

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**Provide a breakdown of the money being requested.**

(Only specific costs go in this section. Use following sections for explanation and justification.)

\*It is essential that you be as specific as possible, the committee rarely grants expenditures that do not have specific cost breakdowns.\*

**Please describe, in as much detail as possible, the nature and reasoning of your request.**

**Have you considered other forms of fund-raising or sources of income?**

**How will this money benefit the campus or group involved?**

**Have you contacted all of the appropriate college and event personnel for this event? Is it reasonably well planned?**

Supplementary Allocation Request

Organizational Representative Signature \_\_\_\_\_

Received \_\_\_\_\_ Committee Vote \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Treasurer Initials \_\_\_\_\_

Full Senate Vote \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Chairperson Initials \_\_\_\_\_ Date \_\_\_\_\_

Date Transfer Occurred \_\_\_\_\_ Business Office Initials \_\_\_\_\_

Please e-mail a copy to [wahu@coe.edu](mailto:wahu@coe.edu) no later than 12:00 PM on the Monday before you wish for your request to go before the committee. A member of your group is also requested to appear before the committee to defend this proposal and answer any questions not addressed herein.