



## SG Budget Request Form Fiscal Year 2009-10

**Organization Name:** \_\_\_\_\_

Advisor

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

UNO Email: \_\_\_\_\_

Organization President:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

UNO Email: \_\_\_\_\_

Organization Treasurer:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

UNO Email: \_\_\_\_\_

If your organization received funding from Student Government within the past fiscal year please list the name of the event, a short description of the event, and the amount that was funded.

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**Total Amount Requested:** \_\_\_\_\_

FOR STUDENT GOVERNMENT USE:

Denied: \_\_\_\_\_ Approved: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Reason for decision:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Lucas Funderburk

SG Treasurer      Date

## GUIDELINES FOR BUDGET REQUEST:

1. Must be turned in by 4:30 p.m., September 11<sup>th</sup>, 2009 in electronic format. Forms are to be emailed to [sgtreasurer@uno.edu](mailto:sgtreasurer@uno.edu) as well as SG Financial Advisor [lp Paige@uno.edu](mailto:lp Paige@uno.edu).
2. **One request** per organization per fiscal year. The proposal must include all planned events in which Student Government funding is necessary. For any additional events, requests must be made in bill format to the Student Government Senate.
3. All events must be held on The University of New Orleans campus.
4. At the time of submission, organizations must be registered with the Office of Student Involvement & Leadership and remain registered at the time of the proposed event.
5. Funds will not be approved for meeting food, dues, travel, prizes, giveaways, plaques, or t-shirts.
6. Must include a 1-2 page typed double-spaced summary of the event that funds are being requested for.
7. Must include a detailed budget for the event, including expenditures, and any revenue generated by the event. Must be in an Excel Spreadsheet.
8. If requesting funds for an annual event, please include actual documentation from the previous event including all invoices and receipts as well as income from the event.
9. All organizations must disclose all monies received from any other sources that are funding the event for which funds are being requested.
10. This form must be attached to the budget request; all previous budget proposal formats will be rejected.
11. Submission of this form does not mean acceptance by the Budget Committee. All decisions of the committee will be disclosed at the beginning of the Fall Semester.
12. A written report is required to be given to the SG Treasurer within 30 days immediately following the event that is funded by SG. Failure to report will make an organization ineligible to receive any SG funding for the following year.
13. All approved and funded organizations are required to hold their events before May 5th, with any reimbursement paperwork to be turned in no later than May 15<sup>th</sup>, 2010.