

P#
Date:

Request for Funding

Department/Club	
Contact Name(s)	
Contact Phone Number(s)	
Contact Email(s)	
Total Amount Requested	
Goal Date for Completion	

Please briefly describe purpose for funding (itemize below):

Items (use separate sheet if need be):

Category	Detailed Description	Unit Price	Total

By signing below, you accept the responsibility to spend the allocated funds on the items specified and adhere to the guidelines listed below.

1. Proposal contact person (you) shall provide an appropriate number of copies of this completed Funding Request Form to the Treasurer at the time of the presentation.

P# Date:

2. After spending funds, you must submit an Expense/Action Form or present to Student Government detailing funds used and items purchased.
3. If you cannot spend the allocated funds within six months, you may submit a Funding Extension Request for review.
4. If no such request is submitted within six months of approval of funding, funds will be reassigned to the UNM-Taos Student Government account.
5. All actions shall be in accordance with all University of New Mexico policies and procedures (including those of the University of New Mexico-Taos).
6. All funding requests must be submitted at workshop meetings at least one month before funds are expected to be used.

Proposal/Contact Signature Date

Advisor/Senator Signature Date

For office use only-PLEASE DO NOT MARK BELOW

REQUEST APPROVED Ratification Date: _____

President: _____ Date: _____

Treasurer: _____ Date: _____

Stipulations/Conditions of Approval:

REQUEST DENIED

Reason for

Denial: _____