



# Suffolk University Student Government Association

## Allocation Request Form

Student Organization: \_\_\_\_\_

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

Representative Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Request Date: \_\_\_\_\_ Budget Line #: \_\_\_\_\_

ON-CAMPUS Location: \_\_\_\_\_ OFF-CAMPUS Location: \_\_\_\_\_

Event Expense Breakdown			
Category	Description	Request \$	Approved \$
<b>Food:</b>			
<b>Event Basics :</b>	<i>Ex: Decorations/ Give aways/ supplies/ uniform</i>		
<b>Merchandise:</b>	<i>Ex: T-shirts/ socks/ hats/ hoodies/ pens</i>		
<b>Miscellaneous:</b>	<i>Ex: Transportation/security/advertising</i>		
<b>TOTALS</b>			

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of SGA Treasurer

If funding is approved by the SGA, the requestor is required to contact his/her respective advisor by no later than 12:00pm the following Wednesday to set up a meeting. Failure to do so may result in the loss of funding. Any allocation from the initiatives budget must be signed by both the person requesting the funds and an elected member of SGA in order for funding to be approved. Requests over \$5,000.00 must go to this committee prior to being brought before the entire SGA. All allocation forms must be submitted to the SGA Treasurer three (3) weeks prior to the program.