

FINANCE COMMITTEE REQUEST FORM

_____ requests that \$ _____
(name of Organization/Student)

be granted for _____
(event or other purpose of request)

from the following account (check one and fill out necessary information):

Organizational Grant

Org. Name: _____ President Name: _____

Advisor Name: _____ Email/Phone: _____

Advisor Email: _____ Treasurer Name: _____

Advisor Phone: _____ Email/Phone: _____

Date/Time/Location of Event (if applies): _____

Signature of Commons or Rec. Director: _____

Academic Travel Grant

Student Name: _____ Email and Phone: _____

Dates and Location of Travel: _____

List all other students travelling
(attach list if necessary): _____

Tournament Travel Grant

Student Name: _____ Student Email: _____

Org. Name: _____ Student Phone: _____

Dates and Location of Travel: _____

List all other students travelling
(attach list if necessary): _____

I acknowledge that it is my responsibility to understand the requirements of my request and to ensure that they are met.

Signature Date

FINANCE COMMITTEE REQUEST GUIDELINES

All requests must be turned in at least three Fridays before the planned activity. Receiving funds after such time is significantly more difficult.

Organizational Grant

- Two requests per semester
- Maximum of \$2,000 per semester; maximum \$3,000 per year
- Request packets must have the following:
 - Request form (acts as cover sheet)
 - Explanation and purpose of activity (how it will benefit UWF students)
 - Complete itemized budget
 - Proof of proposed expenses
 - 10 copies of all documents

Academic Travel

- Maximum of \$500 per semester; maximum \$1,500 per group (3+ students)
- Request packets must have the following:
 - Request form (acts as cover sheet)
 - Explanation and purpose of travel (how it will benefit UWF students)
 - Complete itemized budget
 - Proof of proposed expenses (flight, hotel, etc.)
 - Letter of approval from Department Chair
 - 10 copies of all documents

Tournament Travel

- Open to both funded and non-funded organizations, as well as individuals
- Must have participated in regional tournament and qualified for national
- Two requests per semester
- Maximum of \$2,000 per semester
- Request packets must have the following:
 - Request form (acts as cover sheet)
 - Explanation and purpose of travel (how it will benefit UWF students)
 - Complete itemized budget
 - Proof of proposed expenses (car, hotel, etc.)
 - Proof of national tournament qualifications
 - 10 copies of all documents