

USG Budget Request Form

Organization Name _____ Total Members _____

Council _____

2-Account Number _____

Contact _____ Phone Number _____ E-Mail _____

Treasurer _____ Phone Number _____ E-Mail _____

Student Organization Adviser Signature _____ With Reservations

Student Organization Councilhead Signature _____ With Reservations

Natural Account	Items	Current Year Appropriation	Amount Spent To Date	Request	Approved
5xxx	Salaries & Benefits				
61xx	Communications				
6141	Postage				
62xx	Supplies & Operating Expenses				

Natural Account	Items	Current Year Appropriation	Amount Spent To Date	Request	Approved
62xx	Copying, Printing & Publications				
67xx	Professional & Consulting				
681x	Rentals				
682x	Maintenance				

Natural Account	Items	Current Year Appropriation	Amount Spent To Date	Request	Approved
71xx	Repairs & Maintenance				
7421	Security				
7126	Job Orders				
7xxx	Other				
75xx	Travel				

Total Current Year Appropriation	Total Amount Spent to Date	Total Request	Total Approved
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Balance in 1-account (if applicable) as of June 30, 20 : _____

Balance in 2-account as of June 30, 20 : _____

Current balance in 1-account (if applicable) _____

Current balance in 2-account _____

Percentage of budget spent to date _____

Please list inventory belonging to your organization valued over \$500

Please submit 10 copies of this request, one member ship list (with names, phone numbers and year in school (Graduate or Undergraduate), brochures for travel requests occurring prior to _____ (Club Sports excepted) and a detailed summary of programming plans for the year.