Office of Student Life
Downtown Campus Rm. 116
804.523.5082
Parham Road Campus Rm. 256B
804.523.5983

Student Club Request for Funds

Request must be submitted to the Office of Student Life with the Student Life Event Proposal.

Section A: Organization Information

Date Submitted: _____ Request Submitted by: _____
Date(s) of Event: _____ Phone Number: _____
Date Funds Needed: _____ Email Address: _____

Event Name: _____
Name of Student Organization: _____

Section B: Payment Information
All requests for advance or reimbursement must be submitted with JSRCC Local Funds Request.

Are you requesting an advance for goods or services for this event? Y _____ or N _____
If yes, what amount $_____ ($200.00 limit on funds request for student organization)

Section C: Itemized Budget (If you need additional space, please use the back of this sheet.)

Quantity	Price Per Unit	Total	Description
Total Amount Requested:	**$**		

This budget is an estimate. Following the event, the organization must complete a reconciliation form with all original receipts.

Office Use Only:

Request Received on _____/_____/_____ By: _____ Budget Code: _____

Approval Status: ____ Approved on ___/ ___/ ___ for $_____ ____Denied on: ___/ ____/____

Approval Signatures: _____, Office of Student Life Representative

_____, Student Affairs Representative