



ACTIVITIES & ATHLETICS
Clubs & Teams | FINANCIAL REQUESTS

(Clubs) Activities Coordinator: **Jolene McCann**

(Sports) Athletic Director: **Jennifer Peterson**

INTERNAL USE: Funding Source / Account

BUDGET: _____ **FUND: #** _____ **ACCOUNT: #** _____ **COMMITMENT: #** _____

REQUEST DATE: (Today's Date) - Request Submitted

MINUTES DATE: (Approved Date) – Group Meeting

ACTIVITIES | Groups **CLUB:**

ADVISOR(S):

ATHLETICS | Teams **SPORT:**

ADVISOR(S):

IMPORTANT!!

REQUIRED: ALL Activities outlined in this memo require **Pre-Authorization & Approval from both your student organization and the ASB.** Failure to comply with policies & procedures will result in corrective action & loss of activity priveleges.

FINANCIAL REQUESTS: Fundraiser & Purchase Requests – Summary of Requests

**(ATTACH: Meeting Minutes & Invoices/Quotes or Receipts for each financial request)*

VENDOR:

NOTES:

- **VENDOR ADDRESS:**

- **ITEM:**

- **PRICE PER ITEM:**

- **NOT EXCEED \$ AMOUNT:**

- **PURPOSE / USE:**

INTERNAL USE: Funding Source / Account

REQUEST: APPROVED DENIED Other: _____

REASONS FOR DENIAL: