



Request For Senate Legislative Appropriations

Instructions:

1. Complete this form **AT LEAST TWO WEEKS BEFORE FUNDS ARE NEEDED.**
2. Submit the original to the ASO Secretary to be put on the Executive Finance Committee (EFC) and/or A.S.O. agenda.
3. The senate representative(s) must present the request to the EFC if money is required.
4. The senate representative(s) must present the request to the ASO Senate.
5. If approved by the ASO Senate, submit all necessary receipts, contracts, etc. to the ASO office for payment/transfer of funds.

*It is suggested that the department or club associated with the bill (if applicable) have a representative

Name of Event/Activity:

Date Submitted:

Date of Event/Activity:

Date Funds Needed:

Total Amount Requested:

Description of Benefit to ASO/Student Body:

Description of Event/Activity:

ATTACH ITEMIZED BUDGET LISTING ALL ITEMS AND COSTS

Office Use Only

EFC Approval:	Yes	No	Comments:
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ASO Senate Approval	Yes	No	ASO President Signature
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Amount Approved:

Check Request Completed:	Yes	No	Check Request #:
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