Roger Williams University Student Senate Finance Committee

Allocation Request Form

Name of Club: _____RWU Email: _____@g.rwu.edu

Contact Executive Member: _____ Contact Phone #:_____

Important

Please provide as detailed a breakdown of expenses as possible. Include information about the number of units being ordered, supplemental charges, service fees, hotels, conferences, trips, and any other allocation request. Please attach any additional information to this form that you feel will be helpful and bring it to Finance Committee. Requests for reimbursements that have not been pre-approved by Senate will not be paid.

Please have the club president, treasurer and advisor sign the form before the Finance Committee Meeting. You will receive Student Body Treasurer's, Senate Finance Chair's and Senate Advisor's signature upon approval at Finance Committee.

Refer to the Student Senate Lines of Consistency and the Student Senate By-Laws Article 7 for all Student Activity Fee Information.

Event Information:

Name of event: _____Date of Event: _____

Location of Event:_____

Please write a detailed explanation of the requested allocation, what the expected contribution of the club members, and attempts to fundraise funds for the events below.

_____

_____

_____

_____

_____

Detailed Breakdown/Description of Expenses	***Amount Requested***	***Amount Approved SENATE USE ONLY***
Amount Totals		

Club President: _____ Student Body Treasurer_____

Club Treasurer: _____Senate Finance Chair: _____

Club Advisor: _____Senate Advisor: _____

VOTE COUNT: YEA: _____ NAY: _____ DATE VOTED ON: _____

ALLOCATION ENTERED: (Senate Use Only)