Roger Williams University

Student Senate

Finance Committee

Reallocation 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, and 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. 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, although only one signature is required. You will receive Student Body Treasurer, Senate Finance Chair's and Senate Advisor's signature upon approval at Finance Committee. Funds may not be reallocated to the club's discretionary.

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

Please write a detailed explanation as to why the funds are being reallocated.

_____

_____

_____

_____

_____

From: "Original Line"	*To: "New Line"*	*Amount Requested:*	*Amount Reallocated: FOR SENATE ONLY*

One club signature is required.

Club President: _____ Student Body Treasurer_____

Club Treasurer: _____Senate Finance Chair: _____

Club Advisor: _____Senate Advisor: _____

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

RELLOCATION ENTERED: (Senate Use Only)