



STUDENT ACTIVITIES FORM GENERAL FUNDING REQUEST

Student Center, Room 519 | activities@tc3.edu | 607-844-8222, ext. 4442



Submit this completed request at least one (3) weeks prior to the date you need to make a payment to the Student Activities Office in Room 519 in the Student Center. You may be required by Student Activities to submit additional information or meet with the department staff before this is approved. **COMPLETED FORMS MUST INCLUDE YOUR ADVISOR'S SIGNATURE.**

CONTACT INFORMATION *(NOTE: you will be the main contact person for all future communications about this payment)*

Club/Organization Name: _____

Name of student completing this form: _____

Your Email: _____@mymail.tc3.edu

Your Cell Phone #: _____ Text Friendly? YES NO

EXPENSE DETAILS

Today's Date: _____

Date Payment is needed: _____

Type of Funding Requested:

- Educational Supplies
- Thank You Gifts/Club Apparel
- Equipment
- Office Supplies
- Membership Fees
- Food at a Meeting
- Promotional Items/Give Aways
- Printing/Copying
- Miscellaneous**

**If Miscellaneous, please describe: _____

Definition of Funding Types:

Educational Supplies: Payments for supplies and materials used for educational and instructional purposes that are related to the student club (examples: books, pamphlets, CD's, or other media)

Office Supplies: Supplies to support administrative functions of the club. Please check the **Leadership Lounge** before ordering individual club supplies.

Promotional Materials: Items used to promote involvement in the club (i.e., mouse pads, stress balls, pens/pencils, etc.) 75% of this purchase can be requested from SGA, and 25% must be covered from fundraised dollars.

Thank You Gifts/Club Apparel: Recognition gifts for members, officers, or advisors. T-shirts, or other apparel, with the club logo. (Gifts may not exceed \$20 per person; only fundraised dollars can be used for this purpose.)

Membership Fees: Dues/Fees associated with organizations relevant to the club's mission. These fees **DO NOT** include conference registration fees. Conference fees are associated with travel only.

Printing/Copying: This is for items that are not connected to the promotion of a specific event. (i.e., club informational brochures, handouts for meetings, etc.) A copier is available in the Student Activities Office for general photocopies. Each club is allotted 100 copies per day at no charge. Use this form for larger projects, color copies, or large copy jobs.

Equipment: Large scale items needed to execute club related activities. Equipment purchased with SGA funds must remain the property of the club and be stored in the **Leadership Lounge**. Purchases over \$250 may be subject to additional approvals.

(please continue on back)

EXPENSE DETAILS (cont'd)

- I need a **check** cut to pay a vendor, bill or donation.
- I need to use the **college credit card** to pay for an item.

For check/credit card purchase :

Name of vendor: _____

Basic description of purchase: _____

PLEASE ATTACH BACKUP DOCUMENTATION (INVOICE OR PRICE QUOTE).

- I need to be **reimbursed** for a purchase.

Name of person to be reimbursed: _____

Total amount to be reimbursed: _____

PLEASE ATTACH A COPY OF YOUR RECEIPT.

****Please Note:** We cannot reimburse for tax paid within New York State. Tax Exempt forms are available in the Student Activities Office. **We will not process reimbursements more than three weeks after the original purchase date.**

PLEASE CHECK ALL THAT APPLY:

Requesting SGA funding for this purchase

Total requested: _____

Total approved: _____

Using club funds for this purchase

Total requested: _____

Total approved: _____

TOTAL PURCHASE AMOUNT:

Advisor Signature: _____ date: _____

Signature of student completing this form: _____ **Date:** _____

Finance Committee Signature: _____ **Date:** _____

Student Activities Staff Signature: _____ **Date:** _____