

Northwestern Oklahoma State University
Student Government Association

Funds Request Form

(Revised February 1, 2010)

Name of organization: _____
Contact Person: _____ Phone Number: _____
Date of application: _____ Date presented to SGA: _____
Amount Requested: _____ Date Money Needed: _____

Guidelines of Application

1. **The request must be made at least two weeks prior to the next scheduled SGA meeting.**
2. **The amount of money requested by an organization shall not exceed \$150 per semester. Funds may only be requested for the current semester. (Fall/Spring) Organizations cannot request funds from the previous semester. \$250 may be requested if the organization is co-sponsoring an event with SGA.**
3. **A representative from the organization must be present at a SGA meeting in which the request will be proposed.**

Please describe how your organization plans to utilize funds provided by NWOSU SGA. Please provide a budget or spread sheet for your expenses.

Please explain how this purchase or event will benefit the campus as a whole.

Please sign below

Organization President:

Organization Advisor or Sponsor:

Approval:

SGA President:

Date:
