**IMPORTANT:** Has your organization filed an organization agreement update form?

 If you haven’t, your organization is not eligible to receive SGA funding past the due date given by SGA.

FOR ACCOUNTING USE ONLY

Date of JL:

Initials:



**Budget Application**

Please answer the following questions:

1. How will this budget be utilized?
2. How will this budget benefit your organization? How will this budget benefit the Methodist University community?
3. Fill out the following budget tables:

**\*\*\*\*(If additional rows are needed, please add additional rows to tables below)\*\*\*\***

|  |
| --- |
| **ITEMIZED (Non-travel expenses)** |
| **Purpose** | **Date** | **Items** | **Amount Needed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL REQUESTED**  |  |  |  |  |

|  |
| --- |
| **TRAVEL TABLE** |
| **Item Cost** | **Who, What, Where When** | **Quantity**  | **Amount Needed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL REQUESTED** |  |  |  |

**GRAND TOTAL (for itemized and travel): $000**

1. Explain what your organization is also doing to help fund-raise for the cost of some of your requests.

*(The submitter must be a SOC representative and not a faculty member/advisor)*

*Note: The SGA Finance Committee will use the information above to make an informed decision in its determination in funding your budget request. Please contact the SGA Treasurer in writing if any of the above information changes after submission of the application. The Committee will hold this club/organization responsible for using the money for the above stated purpose. Club expenditures will be verified by the Controller’s Office monthly. If funds are not used in accordance with the guidelines stated in the request, the SOC will be responsible for paying back the funds to the SGA.*

**Campus Engagement Office**

\*Below is to be completed by the Campus Engagement Office

Date Received: Verify SOC eligibility status:

 Eligible-Current update
 form/application on file.

 Not Eligible.

Verification Signature: