



## STUDENT ACTIVITIES FORM GENERAL FUNDING REQUEST

Student Center, Room 519 | [activities@tc3.edu](mailto:activities@tc3.edu) | 607-844-8222, ext. 4442

Submit this completed request at least one (1) week 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 Phone #: \_\_\_\_\_

**EXPENSE DETAILS**

Today's Date: \_\_\_\_\_

Date Payment is needed: \_\_\_\_\_

Type of Funding Requested:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Educational Supplies         | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Promotional Items/Give Aways |
| <input type="checkbox"/> Thank You Gifts/Club Apparel | <input type="checkbox"/> Membership Fees | <input type="checkbox"/> Printing/Copying             |
| <input type="checkbox"/> Equipment                    | <input type="checkbox"/> 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 **Club Resource Room** 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 SAB, 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 SAB funds must remain the property of the club and be stored in the **Club Resource Room**. 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 or a bill.
- 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. Tax Exempt forms are available in the Student Activities Office.

**PLEASE CHECK ALL THAT APPLY:**

- Requesting SAB funding for this purchase

Total requested: \_\_\_\_\_

Total approved: \_\_\_\_\_

- Using fundraised dollars for this purchase

Total requested: \_\_\_\_\_

Total approved: \_\_\_\_\_

**TOTAL PURCHASE AMOUNT:**

Advisor Signature: \_\_\_\_\_ date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Additional Comments/Notes:

Student Activities Signature: \_\_\_\_\_ date: \_\_\_\_\_