

USG Budget Request Form

Organization Name _____ Total Members _____

Council _____

2-Account Number _____

Contact _____ Phone Number _____ E-Mail _____

Treasurer _____ Phone Number _____ E-Mail _____

Student Organization Adviser Signature _____ With Reservations

Student Organization Councilhead Signature _____ With Reservations

Natural Account	Items	Current Year Appropriation	Amount Spent To Date	Request	Approved
5xx	Salaries & Benefits				
61xx	Communications				
6141	Postage				
62xx	Supplies & Operating Expenses				

Natural Account	Items	Current Year Appropriation	Amount Spent To Date	Request	Approved
62xx	Copying, Printing & Publications				
67xx	Professional & Consulting				
681x	Rentals				
682x	Maintenance				

Natural Account	Items	Current Year Appropriation	Amount Spent To Date	Request	Approved
71xx	Repairs & Maintenance				
7421	Security				
7126	Job Orders				
7xxx	Other				
75xx	Travel				

Total Current Year Appropriation	Total Amount Spent to Date	Total Request	Total Approved
-------------------------------------	-------------------------------	---------------	----------------

Balance in 1-account (if applicable) as of June 30, 2008: _____

Balance in 2-account as of June 30, 2008: _____

Current balance in 1-account (if applicable) _____

Current balance in 2-account _____

Percentage of budget spent to date _____

Please list inventory belonging to your organization valued over \$500

Please submit 10 copies of this request, one membership list (with names, phone numbers and year in school (Graduate or Undergraduate), brochures for travel requests occurring prior to October 1, 2009 (Club Sports excepted) and a detailed summary of programming plans for the year.