SOCIETY BUDGET REQUEST FORM

Directions and Explanation of the funding process:
1. Complete this form, including all requested information, signatures, and materials as appropriate to your budget request.
2. Submit this form and all material to the Graduate Studies office at least thirty (30) days prior to a GSA Finance Committee Meeting.
3. You will receive an invitation to attend a finance committee meeting for final budget approval. The President and/or Treasurer of the society must attend the Finance Committee Meeting for approval. Subsequently, at least one member of each Graduate Society must attend GSA Finance Meetings. Failure to do so will render the Society Budget frozen.
4. Please allow 30 days from submission of budget request for approval.
5. Please limit your budget request to no more than $3,000.

Please complete the following information:

Name of Society: ___________________________ GSA Acct #: ____________________  
Society President: __________________________ Email: ___________________________ Phone: (______) ____________
Society Treasurer: __________________________ Email: ___________________________ Phone: (______) ____________
Faculty Advisor: __________________________ Email: ___________________________ Phone: (______) ____________

Purpose of Society/Mission Statement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Please outline the line item amounts for the following categories for your base budget. Please attach any additional information to explain the allocation of fees.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs (please explain)</td>
<td>$</td>
</tr>
<tr>
<td>Events and Programs (please list)</td>
<td>$</td>
</tr>
<tr>
<td>Advertising</td>
<td>$</td>
</tr>
<tr>
<td>Travel (please explain)</td>
<td>$</td>
</tr>
<tr>
<td>Food</td>
<td>$</td>
</tr>
<tr>
<td>Other Expenses (please explain)</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL BUDGET REQUESTED</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL BUDGET ALLOCATED (GSA use only)</td>
<td>$</td>
</tr>
</tbody>
</table>

Number of Supporting Documents Attached: _____

Submitted by:
Society President: ____________________________ Date: ________________
Society President: ____________________________ Date: ________________
Faculty Advisor Signature: __________________ Date: ________________

GSA USE ONLY: [ ] Approved  [ ] Denied  [ ] Additional Information/Documentation Required

GSA Vice President of Finance: ____________________ Date: ________________
GSA Vice President: ____________________________ Date: ________________