REQUEST FOR EXPENDITURE OF STUDENT ACTIVITY FUNDS

REQUESTS MUST BE SUBMITTED TO STUDENT ACTIVITIES FOR APPROVAL AT LEAST ONE MONTH PRIOR TO EVENT DATE LISTED BELOW.

All exceptions must be approved prior to event date by the Assistant Coordinator of Student Affairs.

1. Please type or legibly print this form.
2. Please contact the Student Activities Office with any questions about this form: (804) 706-5189 or wjohnson@jtcc.edu.
3. Once this form is complete, deliver in person to the Office of Student Activities: Chester Campus – Nicholas Student Center, N103; Midlothian Campus – Hamel Hall, H109.
4. You will be notified of approval status via email.

SECTION A: SUBMISSION INFORMATION

DATE SUBMITTED:   DATE(S) OF EVENT:
REQUEST SUBMITTED BY:   DATE NEEDED:
ROLE TITLE (PRESIDENT, ADVISOR, ETC.):   OFFICE LOCATION OR ADDRESS:
PHONE NO.:  EMAIL ADDRESS:

EVENT NAME OR REASON FOR REQUEST:
STUDENT ORGANIZATION OR GROUP SPONSORING EVENT:

ADVISOR OF ORGANIZATION/GROUP:

FILL OUT IF REQUEST IS BEING SUBMITTED BY A STUDENT:
ADVISOR PHONE NO.:  ADVISOR OFFICE LOCATION:
ADVISOR EMAIL:  ADVISOR’S SIGNATURE:

→ Please continue on page two →

Office Use Only:
Request Received on ___/___/___  By: ____________________________
Approval Status: ☐ Approved on ___/___/___  ☐ Disapproved on ___/___/___
Approval Signatures: ☐ Ms. Amanda Carpenter-Horning, Coordinator of Student Activities______________________________, date: ________
☐ Dr. Ray Drinkwater, Vice-President of Student Affairs ________________________________, date: ________
Requisition entered on ___/___/___  By: ____________________________  Requisition No.: ______
Budget Code: _________________
Special Event Proposal Required? ☐ Yes ☐ No
Proposal Approved on: ___/___/___; by: ☐ Ms. Carpenter, ☐ Mr. Drinkwater
**SECTION B: LIST OF ITEMS TO BE PURCHASED FOR EVENT**

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<tr>
<th>Quantity</th>
<th>Price Per Unit</th>
<th>Total</th>
<th>Description of Item</th>
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Total amount requested: $