



# FINANCE REQUEST

This form is to be used to request funds from the TMCC Student Government Association (SGA). Please save this completed form and email as an attachment to [sga@tmcc.edu](mailto:sga@tmcc.edu).

Approval Process: Finance Requests must be submitted no later than 5 p.m. on the due date for each funding period. Information on funding periods and due dates are available on the [SGA website](#). Finance Requests must be approved by the Finance Committee (*agendas are posted online*). Note: One representative of the organization knowledgeable of the funding request must attend the Finance Committee meeting where your Finance Request is scheduled for approval in order to answer any questions that the committee may have. Failure to include a detailed description and detailed budget including back up documents may result in the automatic denial of this request.

## CONTACT INFORMATION

Requestor	
Name	
Email	Phone
Advisor	
Name	
Email	Phone

## ORGANIZATION INFORMATION

Organization Name	Date
Total Amount Requested ( <i>not to exceed \$500</i> )	Club Account Balance
Why are you requesting funding through the SGA?	
How much is your organization contributing to this cause?	
Are any other organizations contributing?	
What is the foreseen impact on the organization and/or the TMCC student body?	

**EVENT INFORMATION**

Event Location	
Anticipated Date Needed	Estimated Attendance
Please include a detailed description of your event/item	
Is there an admission fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, enter the amount
If Yes, how does your group intend to utilize the program profits?	
Please explain how this event/item supports TMCC and the SGA's Mission and Goals	

**FOR OFFICIAL USE ONLY**

Finance Committee Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Meeting	Amount Approved
Notes on FINAL AMOUNT APPROVED		
<b>Signatures</b>		
SGA Treasurer		Date
SGA Clubs and Organizations Chair		Date
Student Life and Development Coordinator		Date
<b>Form Received by</b>		
		Date

## SGA Finance Request Budget

Please complete this form or attach a separate sheet of paper that lists the store, items, and prices.

### ITEMS REQUESTED THROUGH SGA

Item	Store	Unit Amount	No. Items	Total
Total Requested				

### ITEMS PAID FOR BY CLUB/ORGANIZATION

Item	Store	Unit Amount	No. Items	Total
Total Paid For				