



Date Received

Approved to Agenda

# BUDGET INCREASE FORM

Organization: \_\_\_\_\_

Account #: \_\_\_\_\_ Presenter\*: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*\* the person who will be at the two Student Association meetings explaining this request*

## WHAT ARE THE STEPS I MUST TAKE IN REQUESTING ADDITIONAL MONIES FROM THE STUDENT ASSOCIATION IN THE FORM OF A BUDGET INCREASE REQUEST?

- All budget increase requests require two readings on the agenda.
- **You must submit a typed rationale as to why your organization requires additional funding or why it needs to realign monies from lines in the budget.**
- **If you feel that it would make things clearer to members of Student Association in decision-making, submit a financial breakdown of how you would like your budget to appear.**
- All requests are due by 4:00pm on Thursday in the SA office, CU 316, for them to appear on the following week's agenda for the first of two readings.

## WHAT KINDS OF QUESTIONS WILL STUDENT ASSOCIATION BE ASKING OF MY ORGANIZATION WHEN IT CONSIDERS APPROVING BUDGET INCREASE REQUESTS?

- Is this request to increase funds already in your organization's budget? If so, why isn't the initial amount in the budget sufficient?
- Explain how the additional monies will change the event already budgeted for.
- If there will be no change, what is the reason your organization desires additional funding?
- What is the amount of money your organization is requesting?
- How will the additional funds benefit your organization?
- Will your organization need this additional funding in the future? If so, should this amount of money be reflected in next year's budget?
- Does your organization plan to do any fundraising to help offset the costs?
- Will funding come from any other sources? If so, please explain and include documentation.

## REQUEST SUMMARY (This form is NOT complete without a typed rationale attached!)

Amount Requested: \$ \_\_\_\_\_ Reason(s) for request: \_\_\_\_\_

"I approve this request as the individual primarily responsible for this program."  
 \_\_\_\_\_ (Program Representative Signature)