Request for SOC Project Money

- One project per form -

This form is to be submitted to SOC prior to the next Budget & Review Committee meeting. It must be submitted at least **two weeks prior** to project for which money is being requested. Project money will not be spent until this request is approved by SOC, forwarded to University Activities and all appropriate paperwork has been submitted. See SOC Policy & Project Money Handbook for additional assistance.

Submit this form with any back up information or project summary along with 8 copies of the entire packet.

_____ _____ /_____

Name of Organization *Organization Advisor Signature / Date*

_____ /_____ Phone: _____

President's Signature / Date Email: _____

Project Name: _____ Date(s): _____

Category	Organization/ Personal Contribution	Requested Amount From B&RC	B&RC Approved Amount	*University Activities Office Use Only*
Catering	$	$	$	$
Copying				
Duplicating	$	$	$	$
Facilities / Technical Services	$	$	$	$
Fees	$	$	$	$
Honorariums	$	$	$	$
Lodging	$	$	$	$
Mail	$	$	$	$
Other	$	$	$	$
Promotional Services	$	$	$	$
Supplies	$	$	$	$
Transportation	$	$	$	$
University Graphics	$	$	$	$
Total	**$**	**$**	**$**	**$**

This request was **approved / denied** by B&RC Vote: _____ / _____ / _____ Date: _____

_____

(With the following changes): _____

_____

_____

_____

_____

_____ _____ _____

B&RC Chairperson *Project/Grant #* *SOC Advisor*

Revised 8/27/2009