



FINANCE REQUEST FORM

GSG Representative

Office of the:
Graduate Treasurer
Room:
#131A Creighton Hall
E-mail:
gsg_exec@lists.creighton.edu

Name of GSG Committee: _____

Name of Committee Representative: _____

E-mail _____

Phone #: _____

Activity/Expense: _____

Date Expenses Occurred: _____

Amount Requested: _____

Expected Activity Date (if applicable): _____

Creighton Federal Acct#: _____

Along with this form, please submit:

- The purpose of the requested funding
- An explanation of the activity or expense
- An itemized list of expenses that will be incurred

Before submitting this form, you must read the *GSG Funding Policies- Representative Use of GSG Funds and Guidelines for Use of GSG Funds for Graduate Student Organizations* in their entirety. They can be found at on the GSG website or you may request a copy from the GSG Treasure.

I have completely read and fully understand all GSG Funding Policies noted above. I understand that all Guidelines for Graduate Student Organizations apply to Representative Funding with the exception of deadlines stated. I understand that violation or non-compliance with GSG Funding Policies will jeopardize my group's opportunity to receive GSG funds, and I have fully disclosed any funding policies that have already been violated by my group. I am also aware of how the process works and all the relevant deadlines. I understand that I have the option to be present at the review of the request if I believe my presence will influence the decision. I will incur the approved expenses as instructed by the Graduate Treasurer.

(Signature Representative)

Please return this form and all of the required components to the GSG office in Creighton Hall (131A) at least **15 academic school days prior** to the projected date your expenses will need to be incurred. The Executive Committee operates on the university calendar and is in recess during all university breaks, and during the summer. Requests will not be reviewed when the Executive Committee is not in session.

Office Use Only

Date Due: _____

Form Complete with all Components: Yes No

Date Submitted: _____

Date of Decision: _____

Decision: Veto Approved Denied Hold

Approved Amount: \$ _____

Additional Information: _____

Treasurer: _____ Date: _____

President: _____ Date: _____