



## Allocation Request Form

I move that the following allocation be approved:

Program Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date, Location and Time: \_\_\_\_\_

Budget Line and Name		Amount
8074	Contracts, Fees and Rentals	\$
8077	Travel	\$
	Total	\$

Dispersal Outline			
Vendor	Amount	Vendor	Amount

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an *Allocation Dispersal Form* and an *Encumbrance Form*. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

\_\_\_\_\_  
Name of Representative (Printed)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Representative's Phone Number

\_\_\_\_\_  
Today's Date

<i>Financial Officer Only</i>	Finance Committee Date:	Fail Pass Stipulations (on back)
General Council Date:	Pass Fail Table	Action Number: