



# Budget Increase Form

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

Account #: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Presenter\*: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Received	Time Received
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Approved to Agenda
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*Please provide the email address and phone number of the presenter in case there are further questions.*

## What are the steps I must take in requesting additional monies from the Student Association in the form of a budget increase requests?

- ✓ 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.

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**Request Summary** (This form is NOT complete without a typed rationale attached!)

Amount requested: \_\_\_\_\_

Reason(s) for request: \_\_\_\_\_

"I approve this request on behalf of the organization that I represent."

\_\_\_\_\_  
Organization President