

**McMurry University  
Division of Student Affairs  
McMurry Student Government**

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**MSG Appropriations Committee  
Funding Request Form**

According to the constitution of the McMurry Student Government, the Appropriations Committee shall decide whether the appropriation of money to a certain project or group is beneficial to the Student Association of McMurry University. The committee will, on a weekly basis, evaluate requests made by groups or individuals that are not currently provided for in the budget.

The committee will evaluate your responses to the following questions/criteria in making the decision to consider the appropriation of the Student Association's funds. Please provide detailed responses to each of the following questions.

**Organization Information**

**Name of Organization:** \_\_\_\_\_ **McMurry Box #:** \_\_\_\_\_

**Representative of Organization:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**On/Off Campus Advisor/Sponsor – Name:** \_\_\_\_\_ **Dept.** \_\_\_\_\_

**Extension:** \_\_\_\_\_ **McMurry Box #:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Event/Activity/Project Details**

**Name of Event/Activity/Project:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Estimated Total Cost of Event/Activity/Project: \$** \_\_\_\_\_

**Number of Student Participants:** \_\_\_\_\_

**Describe the projected use of the funds** (for the purpose of determining whether or not it is beneficial to the Student Association). **PLEASE BE SPECIFIC.**

**Describe how the event/activity/program will benefit the McMurry student body.**

**Reporting after Event/Activity/Program:**

1. The student organization must submit proof of the expenditures (this may be in the form of a receipt, invoice, order form, or other legitimate document) to the MSG Treasurer ***no later than 5 days from the date of the purchase.***
  
2. Failure to submit proof of expenditures within the allotted time will result in the revocation of the ability to request funds for the rest of the calendar year. MSG reserves the right to request the disbursed funds to be re-paid if the funds are not used in a manner concurrent with the approved usage.

**Office Use Only**

MSG Treasurer's Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

- Completed Recognition Form
- Constitution and By-laws
- Officer/Member Spring Update