MassBay Community College - Student Activities

Club Funding Request Form

Directions: This form must be completed in its entirety with appropriate documentation attached to request funds from the General Club Fund. All parts must be approved by the Office of Student Activities and SGA PRIOR to any purchase or commitment. Please write legibly and provide sufficient contact information should the Office of Student Activities require to contact you regarding this form. A Copy of this form will be returned to you noting approval or denial. Please keep in mind that each club automatically receives $350 per semester and this form is required prior to spending any of those funds or for requesting funds in addition to that, which may or may not be approved.

General Information

Club Name: __________________________ Date of Request: ____________
Event: __________________________ Event Date: ____________
Event Description: __________________________

Your Name: __________________________ Position: __________________________
Cell Phone #: __________________________ Email Address: __________________________

Vendor Information

Vendor Name: __________________________ Phone #: __________________________
Address: __________________________

Item and or Service Description: __________________________

EXACT AMOUNT REQUESTED $___________

MassBay Community College is a tax-exempt organization. Therefore, the college cannot reimburse you for tax on any purchase. Please pick up a tax exempt form from Student Activities prior to making your purchase.

Please note The College requires AT LEAST TWO WEEKS for processing these transactions:

- □ Purchase Order
  (Original Invoices or contracts from the vendor must be attached!)
- □ Reimbursement
  (Itemized receipts with a reimbursement form must be turned in within one week of the purchase. Failure to turn in receipts will result in a freeze of all accounts for your club.)

Signatures & Approval

Club Officer Signature: __________________________
Club Advisor Signature: __________________________
SGA VP of Finance Signature: __________________________ YES NO
Coordinator of Student Activities Signature: __________________________ YES NO

REQUEST APPROVED: □ YES □ NO