



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:

Payment Type

- 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