

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

**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).

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

Reporting after Event/Activity/Program:

1. The student organization must submit the attached “Expense Report” to the MSG Treasurer *no later than 5 days from the date of the purchase*. The receipts and Expense Report should total the amount awarded to the organization from MSG.

2. The student organization must attend an MSG meeting (Monday’s at 5:30 pm in the Mabee Room) and provide a report on the use of the funds *no later than two weeks from the date on the check*.

Office Use Only

MSG Treasurer’s Signature: _____

Date Received: _____

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