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Appropriations Request Form

ASENMU

Please type (Any handwritten form will **not** be accepted by the vice-president.)

Date of request: _____ **Date received:** _____

Name of organization/group/person or persons: _____

Description of organization/group/person or persons.

Purpose of funding: _____

Amount requested: (An accurate, itemized budget must be attached to the bill.) _____

Date funds are needed: (Please remember that this bill must be turned in 30 days before date of funds are needed by.)

How much has your group/organization/person(s) raised?

Funds raised: _____

Donations: _____

Have you requested money from your/any department? Yes No

Amount received (Please provide a letter from your department if you received funding from the department head.)

History

In the past two years, how many times has your group/organization/person(s) requested funding from Senate, for what, and how much did you receive? (If you have never requested money from Senate, please state so.)

Is the money your requesting for an event that has been held previously? Yes No

If so, please state the year(s) that money was requested for that event, how much was requested each year and how much was received each year?

How will this bill help the ENMU campus and your organization in the future? (This answer is required.)

Guidelines

1. You must turn in the request form and the bill by Monday at 4 p.m., before the next meeting. Also, please turn this bill in 30 days prior to when funds are needed for reasonable processing time of funds. There will be no excuses or special treatment for turning bills in shorter than 30 days.
2. Please provide on a separate sheet of paper:
 - a.) Detailed breakdown of how money will be used, including cost per member.
 - b.) List of all members attending event.
 - c.) A letter from your department head about the money you requested from your department.
3. A member must be present at all senate meetings during the term of your bill or while it is in the process of being passed.
4. Requestors agree to the following in order to receive money from senate:
 - a.) Allocated funds not collected in one month will no longer be available to the group or organization.
 - b.) The ASENMU Senate shall be given free access to audit the record of any expenditures. The organization presenting must be able to show that funds were used for the expenditures as stated by the ASENMU Senate.
 - c.) After bills have been approved and passed by the Senate, the president and vice president have two weeks to sign or veto a bill. Please make all contacts through the ASENMU office after the bill has been signed and sent through proper areas.

Please turn the completed form in to the Student Government office, located downstairs in the Campus Union Building, before the deadline. Please direct any questions to chase.taylor@enmu.edu, ASENMU vice-president.

Failure to comply with the preceding guidelines or not filling out all questions will either cause the bill not to be put on the senate table or cause your group/organization/person(s) to be sent to the supreme court for a hearing.