



THE STUDENT ASSOCIATION OF OKLAHOMA
PANHANDLE STATE UNIVERSITY

Request for Student Senate Funds

Guidelines:

1. Any group or individual Student Association member may receive Student Senate funds in a manner consistent with the obligations of the Student Senate to the Student Association and in accord with State Law.
2. Requests may or may not be approved for the requested amount.
3. Requests **Must** be heard by Student Senate two or more weeks before funds are needed.
4. Before requesting funds, Senators must have served as a Senator for one (1) meeting before submitting a request. Each request must be introduced by either a Senator with voting rights within the Senate or by a member of the Student Association Executive Council. The Senator from the requesting group will be contacted when the request has been placed on the agenda for a Student Senate meeting.
5. All completed fund request forms must include an itemized income and expense statement.
6. Any group requesting funds is required to meet with the Funds Request Committee before request will be presented to Student Senate.
7. Any group requesting funds must also meet All Funds Committee Guidelines before receiving funds.
8. All events and activities funded or co-funded by Student Senate must mention Student Senate in advertising and/or promotional materials for said event. If a group fails to mention Student Senate in their advertising and/or promotional materials for the co-sponsored event, the said group may be put on probation for one (1) year.
9. The request must be submitted to the Office of the Student Association the day of executive council prior to the Student Senate meeting at which the requestor wishes to present the request. Submission of the request within the described timeline does not guarantee that the request will be presented at a Student Senate meeting.
10. Once the Senate has approved the request, the Student Association President may veto the request within seventy-two (72) hours. The requesting Senator will be notified when the President signs or vetoes the request.
11. Once the request has been signed by the President, the requesting Senator must fill out a requisition form which can be obtained in the OPSU Business Office. The request must be returned to the Student Association Treasurer.
12. The Treasurer will process the requisition and provide the requesting Senator with a Purchase Order with which goods or services can be purchased.
13. The requesting Senator must then return a copy of the invoice for goods or services to the Treasurer.

**Revised Funds Request form effective April 11, 2015. *Return to the Office of the Student Association in the Student Union. If the office is not open, please slide this form under the door.*

**THE STUDENT ASSOCIATION OF OKLAHOMA PANHANDLE STATE
UNIVERSITY REQUEST FOR STUDENT SENATE FUNDS**

Request Number: _____

Student Senate account number: 3-20705

Request Amount: _____ Event Date: _____

Group Name: _____

Senator Name: _____

Email: _____ Phone(s): _____

Advisor name _____

Email _____ Phone(s) _____

Please explain your request and attach an itemized income and expenditure list

The Student Senate hereby approves the expenditure of _____ for the above- named purposes.

Approved by the Student Senate:

_____ Date: _____

Student Senate President

Approved by the President of the Student Association:

_____ Date: _____

Student Association President

All requests must include an itemized income and expenditure list.