

## ISU Sport Clubs Request for Funds

This form is to be turned in **prior to any club funds being spent, including travel and orders being made or commitment of club funds in any way.** Please note- this is an ISU Sport Club form only to verify club officers are aware of funds being requested. Additional university finance forms may be required to authorize and access funds.

Sport Club: \_\_\_\_\_

Amount needed: \_\_\_\_\_

Payee (vendor/company): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email and/or phone number: \_\_\_\_\_

Reference/Order Number: \_\_\_\_\_

Date needed by: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Authorized signatures (**club treasurer and one other student member of club**):

Treasurer Print Name	Signature	Date
_____	_____	_____

Student Print Name	Signature	Date
_____	_____	_____

Club Adviser Print Name	Signature	Date
_____	_____	_____

All receipts for reimbursement must be turned in within 10 days of purchases, or before funds are requested for another purchase, including travel.

<p><b>For Campus Recreation Use:</b></p> <p>Approved</p> <p>Not Approved- Reason:</p>
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