## **Westminster College Finance Committee Request Form**

i mance committee Request Form				
Organization Name:				
President:				
Treasurer:				
Event Title:				
Date/Time/Location of the Event:				
Purpose of Event:				
Please give an itemized list of the events and all items you need for t	his event, including pricing fo	or individual items.		
(A few tips: 3 people per pizza, mileage reimbursement is \$0.51 a mi	le)			
Item	Price	Quantity	Tota	nl .
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
Total Request:	\$ -			
Approved Amount:				
***Organizations may submit requests for a single event or multiple	le events. An itemized budg	et is required in bo	th cases. Organizatior	ns must send a

representative to the FC meeting.

Please email your completed request form to financecommittee@westminster-mo.edu

Requests over \$500 must also be approved by SGA