



# Financial Allocations for Organizations (FAO)

Allocation Request Form  
Office Supply Request  
Student Government Association  
University of Central Florida

FAO #: \_\_\_\_\_  
Reversion Date: \_\_\_\_\_  
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Please attach a list of itemized quotes for all requested items. Read funding policies. Please print in blue or black ink. Return to the SGA front desk in Student Union Room 214 before the next regularly scheduled FAO meeting and at least 4 school weeks before the funding is needed.

Organization Full Name: \_\_\_\_\_

Senator's Name: \_\_\_\_\_

Have you contacted your senator about this allocation? Yes No

OSI Organization Classification (Circle One)	Academic	Greek Social	Service	Sports & Recreation
	Creative Arts	Honorary	Social/Political Awareness	Regional Campus
	Culture/Ethnic/International	Religious/Spiritual	Special Interest	

Authorized Officer's Name \_\_\_\_\_ PID \_\_\_\_\_

Authorized Officer's E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Description of Funding Use: \_\_\_\_\_

### Funding Policies:

- The FAO committee may allocate a maximum of \$100 to an organization per fiscal year for Office Supplies.
- Funding eligibility is determined by the organization's status with the Office of Student Involvement (OSI)
- In order for this request to be considered, a representative must attend an FAO Committee meeting in order to present this allocation. Supporting documentation, including a detailed breakdown of the requested office supplies, may be required by the committee. Please be prepared to justify the benefit to the UCF Student Body.
- This allocation request must be received four weeks before funding is required in order to be considered.
- Funding may only be used for office supplies purchased by the SGA accountants.
- Appropriate documentation must be provided to the SGA Accountants upon request.
- If this request is approved, a representative must meet with the SGA Accountant following the next scheduled Senate Meeting.
- All authorized officers from the group must complete A&SF financial training prior to the use of allocated funds.
- Allocation requests or questions regarding office supplies should be directed to the FAO Chairman at sga\_fao@ucf.edu.
- All office supplies must be bought from Staples and requests should include the Staples item number and listed price.
- Tax should be excluded from requested amounts.

See reverse side for itemization of expenditures

I hereby swear and affirm that I understand the above requirements regarding this allocation request.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Requested Supplies	Quantity	Total Cost \$:	Requested \$:	Approved \$:
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		\$	\$	\$

Please attach any quotes or prices to this form at the time of submission  
 If additional space is required, attach a schedule of expenses to this form at the time of submission

_____	_____	_____
Committee Action	FAO Chair or Vice Chair Signature	Date
_____	_____	_____
Senate Action	Pro Tempore or Deputy Pro Tempore Signature	Date

To submit an allocation to the FAO Committee:

- Pick up an FAO allocation and fill it out COMPLETELY with all pertinent information pertaining to your organization and the event
- Please be present at the next FAO committee meeting for your allocation to be heard. Be prepared to speak on and answer any questions concerning the event. Dates and times for FAO committee meetings are posted outside the SGA office.

What to do once your allocation has been passed:

- Once your allocation has been passed it must be read into the minutes at the next scheduled senate meeting. After that you must see the accountants in the A&SF office. **Do not purchase anything without seeing them first. You WILL NOT be reimbursed.** The accountant will process your allocation and give you further instructions.

