



# Student Government Association

2500 North River Road, Manchester, NH 03106-1045

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## Budget Disbursement Form

(please fill out digitally)

Club/Organization Name(s): \_\_\_\_\_ (If liability account please specify) Sub-Category \_\_\_\_\_ Required for IGC, SGA, CAPE

Purchase Description: \_\_\_\_\_ (Identify items purchased)

Treasurer's Name: \_\_\_\_\_ Event Date (if applicable): \_\_\_\_\_ (If no Treasurer, use President's name and email)

Treasurer's Email: \_\_\_\_\_@snhu.edu

Line Item # (see 2nd page): \_\_\_\_\_ Amount: \_\_\_\_\_

Invoice # (if applicable): \_\_\_\_\_

Pay Method:  Check Pickup  Check Mail  Student Government Credit Card

Check Payable To: \_\_\_\_\_

Mail Address (if applicable): \_\_\_\_\_

### Funds may be transferred from one club to another for co-sponsorships:

Transfer of Funds: From: \_\_\_\_\_ To: \_\_\_\_\_

### Documentation is required for all budget forms. Indicate below which document(s) are attached:

Memo (Cash Advance/Budget Transfer)  Receipt  Invoice  Contract, W-9 & Insurance

Advisor Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email your advisor and business analyst this completed document and supporting documentation and have them sign off before submitting this form.

### OSI USE ONLY (To be filled out by credit card user)

<b>Student Government Credit Card Purchases</b>	Bank of New Hampshire	Ramp
Company: _____	Date of Purchase: _____	

Club Treasurer Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OSI Staff Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OSI Staff Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Analyst Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Second signature ONLY if no advisor signature

VP of Finance Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Check Information

Check No: \_\_\_\_\_ Check Amount \_\_\_\_\_ of \_\_\_\_\_ Date Mailed: \_\_\_\_\_

**Purchase Order Information:** If your expense requires a Purchase Order, please contact the SGA Business Manager.

Budget Disbursement Forms for check requests and transfers should be emailed to your advisor and the business analyst with supporting documentation; budget disbursement forms for credit card purchase requests should be uploaded to the following link: <https://tinyurl.com/ClubPurchase>

## Line Item Numbers:

<b>All Clubs and Organizations</b>	
Apparel	5005000
Decorations	5010000
Printing	5019000
Co-Sponsorship- Transfer of Funds	5012010
Technology	5013002
Prizes	5020000
Gifts	5015000
Postage	5018000
Misc. Supplies	5016000
Office Supplies	5017000
Security	5024000
Food Expense	5028000
Lodging	5050000
Training & Development	5029000
Promotions/Giveaways	5047000
Memberships/Associations	5037000
Subscriptions	5026000
Programs/Events	5021000
Novelty Expense	5022000
Tickets Purchased	5023000
Conference Expense	5007000
Travel Expense (Non-Conference)	5004000

<b>Student Center Operations Use Only</b>	
Balloon Expense	5006000
Paper Products	5044000
Printer Paper	5036000
Ink	5027000
Business Supplies	5033000
Soda	5034000
Alcohol	5045000
Food Expense	5048000
Cell Phone Recharge	5040000
Staffing	5039000
Pool Table Expense	5038000
Auto- Rental/Registration/Maint.	5003000
Maintenance/Repairs	5013004
Contractors	5008000
Cleaning Supplies Expense	5046000
Furniture	5013003
Furniture Rental	5014000
Bank Charges	5002000
Bad Debit Account	5001000
Legal Fees	5032000
SUV Lease Payments	5031000
Ticket Sales Fee	5030000
Tips	5043000
Taxes	5042000
Fees/Permits	5041000