

Westminster College Finance 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 this event, including pricing for individual items.

(A few tips: 3 people per pizza, mileage reimbursement is \$0.51 a mile)

| Item | Price | Quantity | Total |
|------|-------|----------|-------|
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| | | | \$ - |

Total Request: \$ -

Approved Amount:

***Organizations may submit requests for a single event or multiple events. An itemized budget is required in both cases. Organizations must send a representative to the FC meeting.

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

Finance Committee meets every Wednesday at 8pm to review funding requests. Requests over \$500 must also be approved by SGA