



## Request to Use Student Government Funds (Encumbrance)

*Student Government funds may not be used unless and until this form is fully signed and on file with Auxiliary Enterprises. This form should be submitted to Auxiliary Enterprises at least ten (10) days prior to the event. No reimbursements will be made for this event unless **original receipts** are presented to Auxiliary Enterprises within thirty (30) days following the event.*

REQUEST	
<u>Name of Student Organization:</u>	
<u>If this request is for a specific school, please list which school:</u>	
<u>Date of Request:</u>	<u>Estimated Expenditure:</u>
<u>Event Date:</u>	<u>Event Start and End Times:</u>
<u>Location:</u>	<u>Number of Attendees:</u>
<u>Event Description/Purpose and Type of Expenditures:</u>	

**NOTE:** *Student Government funds cannot be used to pay for alcohol at any event that is off campus.*

APPROVAL – STUDENT ORGANIZATION (President/Treasurer)	
Signature:	Date:
Printed Name, Title:	
APPROVAL – SCHOOL (Dean or Designee) * Not required for SIC *	
Signature:	Date:
Printed Name, Title:	
APPROVAL – UTHealth Houston / AUXILIARY ENTERPRISES	
Signature:	Date:
Auxiliary Enterprises, Traci Harris, Sr. Administrative Manager	