



Florida A&M University
College of Law
Office of Student Affairs
Request for Use of A & S Funds
Account #

Student Organization Name:

Date of Request:

Contact Information (Person Submitting Request):

Name

Position:

Phone Number:

Email Address:

Purpose of Request:

Date of Event/Item(s) Needed:

Amount of Request: \$

Vendor Information (Person/Company to be paid):

Vendor Application & W-9 on file?

Yes No

(If no, please submit with your request)

Name

FEID/EIN#:

Phone Number:

Address:

Required Signatures:

I CERTIFY that this request is made on behalf of the above named organization with the full knowledge of all members concerned.

Date: _____

Organization Treasurer (Please print name and sign)

Date: _____

Organization President (Please print name and sign)

Date: _____

SBA Treasurer (Please print name and sign)

Request:

Approved

Denied

Laine Powell, Director of Student Affairs

Date: _____

Approved

Denied

Felecia Epps, Dean (or designee)

Date: _____

This form must be signed by the Director of Student Affairs and the Dean of the College of Law **PRIOR** to processing an organization's Request for Use of A & S Funds. Please note that each organization's Treasurer must also sign this form. **Any expenditures made without prior approval will not be reimbursed (including travel).** Please note: This form must be received a minimum of 15 business days prior to your event **AND** you have 10 business days from the date of your event to submit a reimbursement form complete with the appropriate documentation. **Submit form to: Laine Powell, Office of Student Affairs, Room 142 C.**