

ALLOCATED FUNDS USAGE FORM

GEORGIA COLLEGE & STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION
OFFICE OF THE TREASURER | SGA.TREASURER@GCSU.EDU

This form must be completed in full, accompanied by original itemized receipts and submitted to the SGA Treasurer's office within ten (10) business days after the final day of the event or within five (5) business days upon receipt of invoice or estimate, whichever is applicable.

Please Print or Type

BILL INFORMATION

Bill Number: _____ Amount Allocated: _____

Recognized Student Organization: _____

Senator Sponsor: _____ Final Vote on Bill: _____
Yea Nay Abstain

USAGE DETAILS

NOTE: If you are awarding a prize with the funds allocated to your organization, you will need to complete a separate prize form available from the Department of Campus Life or SGA Treasurer. All receipts must be itemized.

Event Usage (10 Day Deadline)

Name of Event: _____

Event Location: _____

Event Start: _____

Event End: _____

Non-Event Usage (5 Day Deadline)

Please Describe: _____

Invoice/Estimate Date: _____

PAYMENT DETAILS

NOTE: The Student Government Association allocates bill money on a reimbursement, invoice, or purchase order basis only. No money will be compensated in advance.

Personal/Organizational Reimbursement

All original itemized receipts are required for reimbursement.

Name: _____

SSN or TIN: _____

Address: _____

Phone: _____

Email: _____

Direct Payment/Purchase Order

Provide additional information separately as needed.

Company: _____

Address: _____

Phone: _____

Email: _____

Website: _____

OATH OF ACCURACY

I, _____, state and attest that the information contained herein
Name and Title
is correct and accurate to my knowledge, and I have attached original itemized receipts for documentation.

Office Use Only

Date Received: _____

Total as Processed: _____

Bill Number: _____
Recognized Student Organization: _____
Final Vote on Bill: _____
Total as Processed: _____
Amount Allocated: _____