



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Date Received by SLLO: _____

Student Organization Student Life Funds Request

Organization Name: _____ Number of Members: _____

Event/Conference/Trip Name: _____

Location of Event/Conference/Trip Name: _____

Date(s) and Time(s) of Event: _____

The Semester the Money will be Used: ☐ Fall Semester ☐ Spring Semester

Description of Event/Conference/Trip/Activity: (Please Attach Conference/Event Brochure if Available)

Benefit to the College:

Target Audience: (Please Attach Advertising if Applicable)

We understand that this is a request for funding. Funding is not guaranteed. Funding decisions are made by the Student Life Coordinator. All state and institutional policies related to travel and purchasing will apply to this funding request. Failure to follow travel/purchasing guidelines may result in denial of funds in the future.

President of Organization: _____ Signature: _____

Email/Phone Number: _____

Advisor of Organization: _____ Signature: _____

Email/Phone Number: _____

Does Advisor have UA-PTC P-Card? ... ☐ Yes ☐ No

Student Organization Funding Request Application Detailed Budget Form

Please list all items that you wish to purchase and the estimated cost of each item. Please attach written quotes/contracts from agents/vendors if available. See the Funding Application Instruction Page for an example of this section. (Print Only)

Item	Amount	Possible Vendor	Cost

For Student Life Use Only – Please do not Write Below This Line

Funding Requested by Category				
Category Classification (Code)	Requested Amount	Amount Allocated	Notes	P.O.#
Food/Catering				
Travel (Hotel, Gas, Meals)				
Registration Fee				
Speaker/Talent Fee				
Equipment Rental				
Miscellaneous Supplies				
Other:				
TOTAL REQUEST				

Organization is a Recognized Student Organization in Good Standing with Student Life ☐ Yes ☐ No
Organization Turned in Evaluation Results ... ☐ Yes ☐ No
Organization Turned in All Receipts for Event ... ☐ Yes ☐ No
Organization Completed Travel Paperwork with Travel Coordinator ... ☐ Yes ☐ No

FUNDING REQUEST APPLICATION INSTRUCTIONS

There are two sections that must be completed when making a funding request: The Request Cover Form and the Budget Detail Form. Each program/event/ trip/conference that your organization is requesting must have a separate Detail and Budget Form.

Contact Information and Request Cover Form Instructions (Page 1 of application)

The Funding Request Application form will be the front cover page of your application. Please complete this form as follows:

1. Write the name of your organization.
2. Number of members who are in your organization at the time you fill out the request for funding.
3. The name of your event/conference/trip/activity
4. Date of the event/conference/trip/activity.
5. Location of event/conference/trip. If on-campus, please include which campus and the room. Room reservations need to be made prior to funding application being approved. Rooms at UA-PTC fill up very quickly.
6. Please include your start and end time. Remember to include am or pm.
7. Select which semester you plan to use requested funds.
8. Please print a brief statement outlining the description of the event/conference/trip/activity. Attach conference brochure or event advertisements. Community service project request for funding should include information about the community group you are helping.
9. Benefit to the College – How does the requested activity benefit the college. If possible, link to the UA-PTC strategic plan which is available on the UA-PTC Website under Strategic Plan.
10. Target Audience – students, faculty, staff, community, etc. The target audience may include more than one group listed above.
11. Complete the name and phone numbers section so that if there are questions regarding the request or the organization, the Student Life Coordinator will have contact information. Funding Applications should be supported by the entire student organization, so it is important that the President and Advisor sign their approval on behalf of the organization. Forms that do not have both signatures will be considered incomplete and will be returned to the organization.

Detailed Budget Form (Page 2 of application)

1. Please list all your expenses related to the funding request. Please list expenses by Category. (See #2 for example)
 - a. Food/Catering: UA-PTC Dining Services is the preferred vendor. If requesting an exception,
2. please attach a justification for using an outside vendor.
 - a. Travel: Hotel, Rental Vehicle, Airline, Mileage, Meals, Ground Transportation, Baggage Fee
 - b. Registration Fee: Conference Registration, Admission Fees
 - c. Speaker/Talent Fee: DJ, Musicians, Guest Speakers
 - d. Equipment Rental: Inflatables, Sounds equipment etc.
 - e. Miscellaneous Supplies: Office supplies and non-food items.
 - f. Other: Security, Room Rental etc.
 - i. ** Gift Cards & Phone Cards may not be purchased with these funds**
3. If you are requesting travel. Please list how many people will be attending. Student must be a currently enrolled UA-PTC student in good standing with the college.
4. If you are receiving additional funding from other sources for the conference/event/trip, please note.
5. Please attach written quotes or estimates to support your costs.
 - a. For example, copies of Walmart/Amazon shopping cart estimates, written quotes from agents/vendors your organization intends to use, etc.

Attachments: As Needed