

Graduate and Professional Student Senate Allocation Request Spring 2008

The Graduate and Professional Student Senate (GPSS) allocates up to \$800 per academic year to organizations that serve only graduate and professional students.¹ Groups may apply either in October or February. Funds can be used for inviting speakers, purchasing software or journals, or in other ways to supplement the education of graduate and professional students. At most half of the funding requested may be for food (preferably tied to academic events) or social activities (also tied to academic events).

This allocation form is due on **Friday, February 22nd** by 5:00 pm. The original form should be submitted to the GPSS office in room J – East Student Office Space of the Memorial Union. One copy must also be sent to the GPSS Treasurer, Rebecca Brown, via e-mail (gpsstreasurer@iastate.edu). You may wish to retain a copy of this form for your organization.

Please provide an itemized budget with your allocation request, showing specifically what any funds received will be spent on. Please note that only the first \$800 of requests will be considered! In addition, please submit a copy of your organization's ledger for the past twelve months.

By submitting this allocation request, your organization gives the GPSS and its officer's permission to access your organization's accounts. This may be done to ensure that any funds received are spent in accordance with your submitted budget and GPSS allocation guidelines.

Quick Checklist:

Have you

Delivered one signed copy of this form and your organization's financial ledger for the previous 12 months to the GPSS Office, West Office Space, Memorial Union?

E-mailed a completed copy of this form to the GPSS Treasurer?

¹ SCAVMA may apply for up to \$4000 per academic year.

Office Use Only

Date: _____ Time: _____ Signatures: _____ Rec'd By: _____
Completed forms are due by 5:00 pm on **Friday, February 22, 2008.** Allocation Request

Graduate and Professional Student Senate Allocation Request

Name of Organization:

Number of Graduate Members in Organization:

Does your organization consist entirely of Graduate Students? Yes No

Chief Contact Person (Group President or Treasurer)

Name:

E-mail Address: _____@iastate.edu

Phone Number:

Office Address of Organization:

Faculty Advisor:

Email Address: _____@iastate.edu

Account to which allocated funds should be deposited:

Name:

Account Number: 205-00-35-00- _____

Affiliated GPSS Senator (if applicable):

By signing this allocation request, I attest to the accuracy of all information provided and I give the GPSS and its designated representatives permission to access the accounts of our organization.

Club President: Type Full Name

Date:

Signature: _____

Club Treasurer: Type Full Name

Date:

Signature: _____

Faculty Advisor: Type Full Name

Date:

Signature: _____

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Allocation Request

Name of Organization:

Please provide an itemized funding request in the space below. Please address the goals that the allocation will allow your group to achieve and explain how the funds requested will supplement the education of graduate and/or professional students. Only \$800 of requests will be considered!

Description of Request	Amount Requested

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