**2025-2026 Budget Request Form**

* Refer to the SBA Budget Guidelines for guidance on what can and cannot be requested from the SBA.
* Provide an explanation of your event and a breakdown of the costs for your request.
* You may not use funds for impermissible purposes; such funds will not be reimbursed or accounted for.
* If this request is for a conference, attach a page that states the name of the conference, the date(s), and the names and B-Numbers of students attending.
* Itemize your request in Table A. Each item must be sufficiently described. Alternatively, attach the digital shopping cart of your items.
* Fill out Appendix A to describe the beneficiary and priority of request.
* **DEADLINE: 5 wks prior to Moot Court/Mock Trial, 3 wks prior to Panel/Speaker Events, 1 wk prior for Food/Supplies/Misc.**
* Late or incomplete requests will not be considered until the following SBA meeting. NO EXCEPTIONS.
* Only an organization’s chief executive or treasurer may submit a budget request.
* Email this completed form to: [SBATreasurer@okcu.edu.](mailto:SBATreasurer@okcu.edu)

|  |  |  |
| --- | --- | --- |
| **Request Summary** | | |
| Organization Name: Click or tap here to enter text. | | |
| Requester Name: Click or tap here to enter text. | Position: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. | |
| Event Name: Click or tap here to enter text. | Recurring Event: | Yes No |
| Date of Event: Click or tap here to enter text. | Conference: | Yes No |
| Organization Account Balance: Click or tap here to enter text. | Organization Contribution:Click or tap here to enter text. | |
| Number of Students Participating: Click or tap here to enter text. | Completed Appendix A: | Yes No |
| Provided Itemization: Click or tap here to enter text. | Completed Appendix B: | Yes No |

Who should the Budget Committee contact if we have questions about this request.

|  |  |  |
| --- | --- | --- |
| Name: Click or tap here to enter text. | Position: Click or tap here to enter text. |  |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Name of Event: Click or tap here to enter text. | Recurring Event? | **Y N** |
| Date of Event: Click or tap here to enter text. | Conference? | **Y N** |

Organization Account Balance: Click or tap here to enter text.

Organization Contribution to Event:Click or tap here to enter text.

Number of Students Attending: Click or tap here to enter text.

Have you completed **Appendix A**?Y N

|  |  |  |
| --- | --- | --- |
| **EXPENDITURE ALLOCATION** | | |
|  | Amount Requested | Budget Committee Recommendation (Cmte. Only) |
| Guest Speaker, Artist,  Contribution | Click or tap here to enter text. |  |
| Travel | Click or tap here to enter text. |  |
| Franking and Publicity | Click or tap here to enter text. |  |
| Copying Cost | Click or tap here to enter text. |  |
| Supplies and Materials | Click or tap here to enter text. |  |
| Food | Click or tap here to enter text. |  |
| Equipment | Click or tap here to enter text. |  |
| Other (attach supporting evidence) | Click or tap here to enter text. |  |
| Total | Click or tap here to enter text. |  |

**Office Use Only**

Total Requested: $ Amount Approved: $

Cmte. Chair Signature: Date:

**Table A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 2 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 3 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 4 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 5 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 6 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 7 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? YN | | | | | |
| 8 | Item Description | Item Cost ($) | Qty. (#) | Tax ($) | Shipping ($) | Subtotal ($) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Website Link: Click or tap here to enter text. | | | | | |
| Vendor Name: Click or tap here to enter text. | | | | | |
| If necessary: Did you include a PDF or other document to show exact item and costing? Y/N | | | | | |

**APPENDIX A**

Who Benefits?

Instructions: Describe who will benefit from the event, who will have access to the event, whether this event has been offered in the past, and anything else you’d like to share with the Budget Committee on the importance of this event.

Click or tap here to enter text.