

EXECUTIVE BOARD PROPOSAL COVERSHEET

MUST BE TYPED

CLUB	ACCOUNT NUMBER	DATE SUBMITTED
HEAD CLUB OFFICER	PRESENTER	PHONE NUMBER
NO. of MEMBERS:	RPI Students: _____	Dues/person/yr. \$ _____
	Faculty/Staff: _____	\$ _____
	Community: _____	\$ _____
Present Union Subsidy: \$ _____		

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

Item/service	<u>EXPENSE</u>		<u>INCOME</u>
1. _____	\$ _____	1. _____	\$ _____
2. _____	\$ _____	2. _____	\$ _____
3. _____	\$ _____	3. _____	\$ _____
4. _____	\$ _____	4. _____	\$ _____
5. _____	\$ _____	5. _____	\$ _____
TOTAL \$ _____		TOTAL \$ _____	
ADDITIONAL SUBSIDY REQUEST \$ _____ (Expense less Income)			

JUSTIFICATION AND EXPLANATION:

Has this been requested before: (at budgeting for example) _____

Please attach another sheet with the following information

- a) Detail of items/services to be purchased. (copy of contract, etc.)
- b) Demonstration of need/interest, or background.
- c) How this will affect future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by _____	DATE _____
Executive Board Representative	
Reviewed by _____	DATE _____
Club's Student Activities Resource Person	
Reviewed by _____	DATE _____
Rensselaer Union Finance Coordinator	

COMMENTS by Union Advisors:

COMMENTS by E-Board Representative:

☐ Approved

☐ Denied

☐ Reserves

☐ Contingencies

☐ Travel Contingencies

☐ Reallocation