



SOAC 1X Funding Application and Expense Report

2020-2021

Organization Information

Organization Name: _____ Tax ID # (EIN): _____

Contact Person: _____ CWID: _____

Email: _____ Phone #: _____

Request Information

Item(s) purchased: _____

Purpose of item(s) purchased: ☐ Recruitment and Marketing ☐ Organization Training and Development

Total Amount Requested: \$ _____

Please remember to attach itemized receipts with a zero balance that show items have been purchased. Invoices with a balance remaining or no indication of payment made will not be reimbursed.

Certification

Name of Person Completing Form

Signature of Person Completing Form

Signature of Organization Advisor

Date Received (office use):

Application Checklist

Attach the following items to the application

- ☐ Copy of most recent bank statement
- ☐ Original receipts
(e.g. invoices and receipts must show indication of payment and zero balance)
- ☐ W9/Direct Deposit form current within last 6 months

To be considered for funding, an organization must be recognized and currently registered with the University. In order for this form to be valid, the organization's status must be confirmed by the Student Organizations staff.

Please return the completed form to the Student Government and Student Organizations Suite on the first floor of the Rayburn Student Center. Questions should be directed to the Assistant Director for Student Government and Student Organizations at Jeremy.Sippel@tamuc.edu.



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Please describe in detail the items purchased and what they will be used for.

Answer the questions below to complete your application.

1. From which other departments, organizations, and/or individuals are you receiving financial assistance for this purchase? How much?
2. Have you received Student Service Fee funding for this purchase?
3. How does this purchase benefit the organization and it's membership?
4. Have you read and understood the SOAC Guidelines and Policies?
☐ Yes ☐ No