

**BOB STUDENT ORGANIZATION FINANCE REQUEST FORM**

**MSU COLLEGE OF BUSINESS**

**May 1, 2015**

This form must be submitted to BOB at least **two weeks prior to need**. To submit, contact the BOB Executive Council President. The BOB President will determine if there is need to schedule a special meeting or if the request can wait until the next scheduled meeting. The BOB President will add the request to the meeting agenda and will inform you of when the next meeting is. A representative from your organization must be present to answer questions when this request is considered by the BOB Executive Council. Prior to the meeting, be sure that all members of BOB, including the Dean’s office have received a copy of this form for prior review. Please note, your request will not be approved if majority vote is not in your favor.

**I. Organization and Event Identification.**

Name of Organization: Click here to enter text.

Student contact person: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Advisor: Click here to enter text.

Planned Event: Click here to enter text.

Fund Request Date: Click here to enter text.

Event Date: Click here to enter text.

**II. Description and Rationale.**

Detailed description of the event (use additional sheets as needed):

Click here to enter text.

**III. Estimated Budget**

Detailed breakdown of the estimated costs, example: hotel, conference registration, travel, meals, etc.:

Click here to enter text.