Guidelines:

1. Any group or individual Student Association member may receive Student Senate funds in a manner consistent with the obligations of the Student Senate to the Student Association and in accord with State Law.

2. Requests may or may not be approved for the requested amount.

3. Each request must be introduced by either a Senator with voting rights within the Senate or by a member of the Student Association Executive Council. The Senator from the requesting group will be contacted when the request has been placed on the agenda for a Student Senate meeting.

4. **All completed fund request forms must include an itemized income and expense statement.**

5. All events and activities funded or co-funded by Student Senate must mention Student Senate in advertising and/or promotional materials for said event. If a group fails to mention Student Senate in their advertising and/or promotional materials for the co-sponsored event, the said group may be put on probation for one (1) year.

6. The request must be submitted to the Office of the Student Association at least seventy-two (72) hours prior to the Student Senate meeting at which the requestor wishes to present the request. Submission of the request within the described timeline does not guarantee that the request will be presented at a Student Senate meeting.

7. Once the Senate has approved the request, the Student Association President may veto the request within seventy-two (72) hours. The requesting Senator will be notified when the President signs or vetoes the request.

8. Once the request has been signed by the President, the requesting Senator must fill out a requisition form which can be obtained in the OPSU Business Office. The request must be returned to the Student Association Treasurer.

9. The Treasurer will process the requisition and provide the requesting Senator with a Purchase Order with which goods or services can be purchased.

10. The requesting Senator must then return a copy of the invoice for goods or services to the Treasurer.

*Return to the Office of the Student Association in the Student Union. If the office is not open, please slide this form under the door.*
Request Number: ___________________

Request Amount: ___________________

Group Name ________________________________________________________________

Student Senate account number: 3-20705

Senator Name _________________________________________________________________
   Email ________________________________________________________________
   Phone(s) ____________________________________________________________

Advisor name ______________________________________________________________
   Email ________________________________________________________________
   Phone(s) ____________________________________________________________

Please explain your request and attach an itemized income and expenditure list

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

The Student Senate hereby approves the expenditure of ___________ for the above-named purposes.

Approved by the Student Senate:

________________________ Date: ______________________
Student Senate President

Approved by the President of the Student Association:

________________________ Date: ______________________
Student Association President

All requests must include an itemized income and expenditure list.