



THE STUDENT ASSOCIATION OF OKLAHOMA  
PANHANDLE STATE UNIVERSITY

---

## Request for Student Senate Funds

### 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 not be approved for the full 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 and must be present for the Senate meeting. The Senator will be asked to briefly explain the request. **All completed fund request forms must include an itemized income and expense statement.**
4. 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.

\*Return to the Office of the Student Association in the Student Union.

**THE STUDENT ASSOCIATION OF OKLAHOMA PANHANDLE STATE UNIVERSITY  
REQUEST FOR STUDENT SENATE FUNDS**

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.**