RHA Funds Request Form

*All funds requests are due at least -3 weeks in advance so we can process it correctly. Any requests made within three weeks of your program will be only considered pending approval by our Financial Committee.

Name of Organization: __________________________

Person of Contact: ___________________________ Email: __________________________

Organization Advisor: __________________________

Event/Reason For Request: __________________________

Event Description:
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

Amount Requested (Maximum $250): ________

*You must have an itemized budget attached with this request form via email. Requests without an itemized budget attached will not be considered.

Does your organization have a bank account with the university? Yes____ No____