

**Budget Allocation Request Form
Clubs and Organizations
University of the Ozarks**

Name of Organization: _____

Request Submission Date: _____

Organization Contact Information: _____

Program Title: _____

Event/Program Date: _____

Program Objective: _____

Member Out-of-Pocket Contribution: _____

Total Amount Requested for Allocation: _____

Club Account Contribution (20% of costs): _____

| Total Expense Breakdown: | Item Description | Expected cost | Actual cost |
|---|------------------|---------------|-------------|
| Travel (Vehicle & Gas) | | | |
| Supplies & Materials (T-shirts, prizes, event props, gifts, etc.) | | | |
| Lodging | | | |
| Food | | | |
| Registration Fees | | | |
| Event Materials | | | |
| Printing | | | |
| Miscellaneous | | | |
| TOTAL EVENT COSTS: | | | |

Treasurer/President (Print Name)

Signature

Advisor (Print Name)

Signature

| Office Use Only | |
|---------------------------|--|
| Amount Allocated: | |
| Request Approval: | |
| Club Contribution Amount: | |

