

**WRIGHT STATE UNIVERSITY - LAKE CAMPUS  
FUND REQUEST FORM (Student Organizations)**

DEPARMENT	FUND	ORG	ACCOUNT	AMOUNT

*Leave the above blocks blank.*

**SUGGESTED VENDOR:**

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_ Requested By *(list name of individual and name of organization)*: \_\_\_\_\_

Attn: \_\_\_\_\_

Ph. # \_\_\_\_\_

Social Security No. \_\_\_\_\_ (if personal service) Event Name & Date: \_\_\_\_\_

Item No.	Quantity	Unit	Complete Description: catalog no., size, weight, color, style, finish, electrical requirements, etc.	Unit Cost	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			<b>Total Cost</b> (WSU is tax exempt)		

**Routing:**

1. Initiated by Requester (Student Organization)
  2. C. Phlipot for Initial Approval
  3. C. Dorsten for Budget
  4. C. Dorsten for Final Approval
  5. Lucy Steinbrunner for Distribution
- Approval: \_\_\_\_\_
- Approval: \_\_\_\_\_

*By requesting funds, the Student Organization acknowledges that Fund Requests must abide by the current Student Organization Policies. It is recommended that funds are requested at least two-weeks in advance for processing.*