



General Request Form

To request Special Funding, SGA Sponsorship Funding, or Reclassify your Organization complete the following form and submit it to the SGA office by Mondays at 6pm.

- Special Funding Request (SFR)
SGA Sponsorship Fund (SSF)
Reclassification Request

Organization (SFR) / Organizer Name (SSF): Date:

Senator Sponsor: (SSF Only)

WPI Account Number: Executive or Officer Alias:

SGA Classification (SFR) Class I Class II Class III
Please Circle Current Classification Special Interest Club Sport Campus Wide
Please Square Reclassification Request Class IV Class V Class VI
Non-Budgeted Social Greek Provisional

Type of Special Funding (SFR) Supplemental Funding Emergency Funding
Program Funding Capital Funding

Purpose of the Request:
(What is the need for this request?)

Blank lines for writing the purpose of the request.

Total Amount Requested: \$ Date Needed By:

Contact Person: (Person to be contacted as to the status of the request)

Name: Email: WPI Box:

Signature of Club Sports Administrator (only applies to Class II):

Submitted by: Signature:

I understand that the request process may take up to three weeks from the meeting with the Financial Board until disbursement. Furthermore, I am submitting this request with ample time (3 weeks prior to the date needed) in the understanding of the above statement.

FOR OFFICE USE ONLY

Date and Time Received: Received by:

Financial Board Meeting

Date: Amount: \$ Recommendation: Fund / Do Not Fund

Senate Meeting

Date: Vote: Motion Passes / Motion Fails Amount: \$

Signature of the Treasurer
Upon Approval/Denial of the Financial Board

Signature of the President
Upon Approval/Denial of the Senate

