



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 **Tuesdays 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) Please Circle Current Classification	Class I Special Interest	Class II Club Sport	Class III Campus Wide
Please Square Reclassification Request	Class IV Non-Budgeted	Class V Social Greek	Class VI 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?)

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

