



Shippensburg University Student Services Inc.

Budget Request Form

Fiscal Year 2024-2025

July 1, 2024, to June 30, 2025

Name of Organization:

Organization #

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Form Instructions:

Officers:

Name:

Email: @ship.edu

1. Fill out officer names and Email:
2. Summarize your requests for each account in the table below
3. Use page 2 to justify your requests for each account. Attach additional information as needed.
4. One officer and advisor must review and sign before submitting

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Advisor: _____

Account Description	Account #	B&F Committee Use Only 2023-2024 Actual Allocation		2024-2025 Requested Amount (Whole \$)	**B&F Committee use only** 2024-2025 Actual Allocation
General Account		\$00.00			
Totals		\$		\$	\$

Form reviewed by:

_____ (Advisor name)

_____ (Signature)

_____ (Date)

Form Submitted by:

_____ (Officer name)

_____ (Signature)

_____ (Date)

Budget & Finance Committee Use Only

Expected Income (From Dues) _____

Active Members: _____

Total 2023-2024 Allocation _____

Total 2023-2024 Allocation: _____

2023-2024 Income Commitment _____

2024-2025 Income Commitment: _____

Net Cost to Student Association _____

Net Cost to Student Association: _____

Budget Request Justification

*Please use additional sheets as needed.

Please provide detailed information about each account that the group is requesting funding.

A sample for reference is provided in student group budget training materials.

A full list of account numbers (Appendix O1- Description of Accounts) can be found at:

<https://www.ship.edu/life/clubs-organizations/ssi/forms/>

Any programming requests must include the following:

- * Name of the event *Goal/Purpose of event
- * Detailed breakdown of pricing for each component of the event

Account #	Description of Account:	Amount Requested: \$
Justification:		

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Justification:		

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Justification:		