

URI Student Senate Organizations CO-SPONSORSHIP REQUEST

STOP!! (For step-by-step directions for applying, see reverse side)

SPONSOR: (organization allocating funds)

Organization name: _____ Today's date: _____

Contact email address: _____ Contact phone # _____

Campus address: _____

President's signature: _____ Treasurer's signature: _____

From Cat. 127, Co-sponsorship amount: \$ _____

CO-SPONSOR: (organization receiving funds)

Organization name: _____

Contact email address: _____ Contact phone # _____

Campus address: _____

To be deposited into the following: Cat. # _____ amount: \$ _____

Cat. # _____ amount: \$ _____

Cat. # _____ amount: \$ _____

Purpose: _____

(continue PURPOSE statement on additional paper, if necessary)

Do not write below this line-----

Finance Committee recommendation: **approved** **deny**

Senate action: **approved** **deny**

Total amount requested: \$ _____ Total amount granted: \$ _____

Finance Committee Chair

(date)

(over—please)

- **Co-Sponsorship. Purpose for co-sponsorship request:** _____

If your request for co-sponsorship is under \$500 and is with a Senate-recognized group, fill out the form and make an appointment to meet with the Finance Chair.

- If the amount is over \$500, or the other group is ***not Senate-recognized***, sign up to attend the next Finance meeting. Leave the form in the **COMPLETED FINANCIAL REQUEST BOX** which is on the Senate Coordinator's desk and go to the meeting. **Non-Senate recognized co-sponsorships must go before the Senate.**
- Lorrie Olson, the Senate Accounts Clerk, will transfer the money from your account to the account of the organization you are co-sponsoring. If your request is for a non-Student Senate recognized organization, the approved Co-Sponsorship request form (see Senate Coordinator for a copy of the approved request) must be attached to a payment order and delivered to the Senate Accounts office before a check can be cut. This money may not be transferred; a check must be made out to the outside organization. Remember, all co-sponsoring requests with outside organizations must be approved by the Finance Committee AND the Student Senate.

Note that you can only co-sponsor out of your Co-sponsorship line in your budget or from a 900 account.

No category transfers will be approved from a Co-sponsorship category (Cat. 127). Co-sponsorships will not be approved after the event in question has occurred. Plan ahead.

Please note: All paperwork for requests, i.e., Contingency fund, Alcohol free event, Co-sponsorship, etc. is due in the COMPLETED FINANCIAL REQUESTS BOX on the coordinator's desk by NO LATER THAN NOON on the day of the meeting. Those later than that time will not be considered until the following week.