



A.S. PROGRAM DISCRETIONARY FUND REQUEST FORM
 (Hand-written submissions will not be accepted)

Name of A.S. Program: _____

Contact Person: _____

Phone: _____ Email: _____

I. GENERAL NARRATIVE

Complete Description of Project or Item(s) To Be Purchased:

Justification for A.S. Funding (How Will Students Benefit From This Expenditure?)

How Has The Program Explored Environmentally/Socially Responsible Purchase Options?

II. REQUEST FOR DISCRETIONARY FUNDS BUDGET JUSTIFICATIONS

Please provide a detailed description for each expenditure item. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item 1: _____ Amount: _____

Explanation:

Line Item 2: _____ Amount: _____

Explanation:

Line Item 3: _____ Amount: _____

Explanation:

Line Item 4: _____ Amount: _____

Explanation:

Line Item 5: _____ Amount: _____

Explanation:

Line Item 6: _____ Amount: _____

Explanation:

III. INCOME AND EXPENDITURES

INCOME: List A.S. subsidy requested and other approved sources of income.

<u>Approved Funding Source</u>	<u>Amount:</u>	
1. <u>Requested A.S. Funds</u>	_____	
2. _____	_____	
3. _____	_____	
Total Income:		_____

INCOME: List potential sources of income.

<u>Potential Funding Source:</u>	<u>Amount:</u>	<u>Outcome:</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
Total Income:		_____

Expenditures.

1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	
6. _____	_____	
Total Expenditures:		_____

IV. REVIEWED BY:

Program Advisor Name Signature Date

Budget Administrator Name Signature Date