



TO: Applicants for IRA Unallocated Funds (from existing IRA Programs)

FROM: Joan Tyson, General Manager
Associated Students

RE: Procedures for Proposed Expenditure of IRA Unallocated Funds

Requests for IRA unallocated funds shall be typewritten and twelve copies submitted. Requests shall at a minimum include the following information. PLEASE NOTE: It is important that you follow this format. Failure to do so will delay your request and could result in your request being denied. ALSO PLEASE NOTE: **Requests for unallocated funds will be reviewed at the end of each semester unless extenuating circumstances can be demonstrated by the program that it should be considered sooner as determined by the Chair. Assistance will be considered in the areas of allowable IRA expenditures including transportation, per diem, supplies and services, registration and publicity. Funds will be allocated on a matching basis on an amount not to exceed 50% of the total expenditures as demonstrated by receipts. This maximum amount requirement may be amended by a two-thirds (2/3) majority of the IRA Committee.**

1. Memo which includes the following:
 - General narrative providing background and reason for request;
2. The following forms (copies are attached) must be completed and submitted with the general narrative. Please submit twelve typed copies of your application.
 - IRA Budget Draft
 - Budget Justifications: Please provide a detailed description for each line-item. For example, transportation should include trip/event, dates of travel, mode of travel, # of miles if by car and the total cost per mile, or airfare rate. Supplies should include cost of printing for each publication requested. **The committee wants complete numerical detail on how you arrived at the number within each line-item.**
 - ** If transportation funds are requested please also include a complete list of all students who will be travelling.

The Associated Students Office can provide you with information regarding the Instructionally Related Activities Committee meeting schedule. If you need assistance completing this application, preparing your budget, or have any questions about the process, please do not hesitate to contact me at extension 3771.

REQUEST FOR IRA UNALLOCATED FUNDS BUDGET DRAFT

NAME OF I.R.A. PROGRAM: _____

CONTACT PERSON: _____

Phone: _____

Email: _____

I. Income. List I.R.A. Subsidy requested and other potential sources of income.

1	<i>Requested I.R.A. Unallocated Funds</i>	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
	Total Income:	=====

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
	Total Expenditures:	=====

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

IRA PROGRAM ADVISOR NAME

SIGNATURE

DEPARTMENT CHAIR NAME

SIGNATURE

REQUEST FOR IRA UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important: Please provide a detailed description for each income and expenditure item included on the IRA Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation: