2016-2017 Capital Items Request Form

This form should be used for all student organizations requesting funds for capital items necessary for the 2016-2017 school year. Capital items are defined as items purchased for the org that will benefit the org for more than one year, and therefore will stay in the College’s possession. Examples would be team jerseys & equipment, computer/video equipment, etc. Orgs may not budget for these items in their own budget, but rather must request funds for the purchase of these items through the use of this form. Up to two items may be requested on this form and more than one request form may be used.

Student Org: _____________________________ Org #: _____________________________ Date: __________________

Requested Item 1: ___________________________________________________________ Estimated Cost: __________________

Please explain in full detail why this item is needed and what it will be used for:

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Please explain the vision of your organization and how this request fits that vision:

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Please explain the ramifications of not receiving funding for this request:

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Requested Item 2: ___________________________________________________________ Estimated Cost: __________________

Please explain in full detail why this item is needed and what it will be used for:

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Please explain the vision of your organization and how this request fits that vision:

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Please explain the ramifications of not receiving funding for this request:

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Respectfully submitted,

(Signature of 2016-17 Chairperson)       (Signature of 2016-17 Advisor)       (Signature of 2016-17 Finance Chair)