

Staff Council Project/Event & Funding Proposal Form

Date:

Part 1: Project/Event Information	
Project/Event Name:	Project/Event Date & Time:
Project/Event Location:	Number of Volunteers Needed:
Project/Event Description:	Contact Name: Staff Council Committee (if applicable): Phone: Email:
Are you requesting funding for this project/event? If yes, complete the Funding section below.	Is this a recurring (annual) event?
Describe any assistance from the Staff Council Events Committee that this project/event will require.	Please explain how this project/event aligns with Staff Council goals.

Part 2: Request for Funding	
What is the total estimated cost of this project/event?	
How much are you requesting from the Staff Council?	
Will additional funding will be provided by other resources?	
Additional funding source name:	Amount:
If the request is in excess of \$500, would you like to present to the Executive Committee?	

Itemization of Proposed Expenses		
All spending will be reviewed for reasonable cost, available budget, and valid business purpose.		
Item/Service to Be Purchased	Purpose	Estimated Cost

- All SC expenses paid by p-card must be paid with SC department p-card (Administrative Officer); arrangements must be made with SC Administrative Officer no less than 5 business days before event.
- Out of pocket expenses that require reimbursement **are discouraged** unless prior arrangements have been made with the SC Administrative Officer and UNM's Main Accounting office
- Attach any backup documentation to speed processing.

ALL EXPENSES MUST COMPLY WITH UAP 7000: FISCALMANAGEMENT AND UAP 4000: PROCUREMENT.

Please save this form to your computer, then it email to scouncil@unm.edu.