

# Valparaiso University

## STUDENT SENATE

Student Union Building, Valparaiso, IN 46383 (219) 464-5524

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Funding Request Step 2

Special Appropriations Encumbrance Requisition

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*The Constitution and ByLaws of the Student Senate of Valparaiso University provide that the maker of this liability shall be held personally responsible for any expenses of his/her budget due to neglect or failure to file proper encumbrance requisitions.*

Official Name of Organization: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

- Check payable to: \_\_\_\_\_
- Transfer to established account: \_\_\_\_\_
- Purchase Order to: \_\_\_\_\_

Description of Expenditure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

\*\* Please allow 2-3 weeks for processing of all checks, transfers, and purchase orders \*\*

### Instructions:

1. Type or print neatly the name of the individual or company that the check is to be paid to. If a transfer is needed to another campus group or office, enter the name and account number of where the funds will be transferred. For a purchase order, please name the business and location.
2. The total amount should equal all invoices and receipts with the exclusion of tax, since we are a non-for-profit organization. Tax exemption forms may be obtained from the Treasurer when needed. If the same person, organization or company is to receive payment, only one requisition needs to be completed with all items on it.
3. Please include the original copy of all invoices and receipts. The original will be sent with payment while the copies will be retained for our records.

Check Number: \_\_\_\_\_ Treasurer Signature: \_\_\_\_\_

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_