UIC | The Office of the Dean of Students

OFFICE USE ONLY: T-card ( ) P-Card ( ) C-FOAP ( )
Vendor Payment ( ) Reimbursement ( )

Request for Funds Form

Start Here

Student Government Info

Contact name:

Student Government UMSC

Phone

Email

Person/Vendor getting paid

Vendor: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____

UIN: _____

Email: _____

Step 2

General Information

Meeting/Event Title & Purpose		
Date & Time		
Location		
# of Attendees/		

For IRS purposes, international students check here ☐ College of Medicine Student ☐

Supplies **Equipment** **Furniture** **Food** **Promotional Items** **Travel Grant** **Leader Awards** **Reimbursement** **Vendor Payment** **Project Gr**

	Detailed Description (Provide details for desired items or items ordered)	**Quantity**	**Amount**
1			
2			
3			
4			
5			
6			
7			

Person placing the order and phone number provided to vendor =

GRAND TOTAL =

Step 3

Approvals

Requestor's Signature: _____ **Date** _____
(Student's Signature)

Approval Signature: _____ **Date** _____
(Student Government Officer)

Student Government Advisor's Signature: **Date**