



**Hillel: The Jewish Student Center
Official Budget Request Form**

Type of Budget Request:

Category:

Name of Event:

_____ Pre-planned expense

(approved with approval of SSF Application - does NOT require a vote)

_____ New idea or change in plans (REQUIRES A VOTE!)

Event Planner:

Program Name:

Event Date/Time:

Amount of Request:



Expense for	Amount	Vendor	Make Payment To	Notes
Food				
Food				
Food				
Room Rental				
Advertising				
Entertainment				
Other:				
Other:				
➔ Total				

Date Submitted:

Date Discussed:

_____ Approval not needed

_____ Approval granted

_____ Approval denied & reason:

Amount:

Date Paid:

Check #

Signed by: