

**WSU VANCOUVER \$
 FY 2018 S & A FEE ALLOCATION COMMITTEE \$
 ALLOCATION REQUEST FORM**

1	Requested by:	DATE:	
	Phone No.:	Email:	

2	Representing (i.e., Group or Organization):	
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3	Allocation Request Title:	
	Funds Allocated for 2016-2017	
	2016-2017 Carry Forward Funds (dollars not spent)	
	Funds Requested for 2017-2018 (current request)	

4	Description of Allocation Request:
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5	Justification: <i>How does this request support non-academic student activities and programs?</i>
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Continued on Page 2)

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Allocation Request Title:	
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	Requested by:	DATE:	
	Phone No.:	Email:	

6	<p>Summary of Allocation Request Items: Please Note: Well researched requests with detailed information calling out expenditure descriptions such as salaries, wages, goods and services, travel, equipment, and other necessary items are helpful to the committee in making good business decisions regarding your request. If necessary, please attach an excel spreadsheet itemizing budget requests.</p>																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; padding: 5px;">ITEM</th> <th style="width: 50%; text-align: left; padding: 5px;">AMOUNT</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr> <td style="padding: 5px;">TOTAL REQUEST</td> <td></td> </tr> </tbody> </table>	ITEM	AMOUNT																			TOTAL REQUEST	
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Requestor's Signature:		Date:	
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S&A FEE ALLOCATION COMMITTEE USE ONLY

Amount Approved: _____ DATE: _____

Allocation Period: _____

Chair's Signature:		Date:	
Chancellor's Signature:			