**SUPPLIES REQUEST FORM**

**(Supplies funds include S&E, Capital Items, and Org Start-Up)**

*Please fill out all information and return to SUFAC via e-mail to* *sosufac@uwgb.edu*

*by 3:00pm on Monday to be placed on the agenda for that week.
Additional Forms and Guidelines are available online at* [*https://www.uwgb.edu/student-government/committees/segregated-fees-allocation/*](https://www.uwgb.edu/student-government/committees/segregated-fees-allocation/)

|  |  |
| --- | --- |
| Student Organization | Org Representative(s) |
| E-mail(s) | Phone #(s) |
| /Current/Starting SUFAC Committed Funds | Current Agency Balance |

Financial Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requested Item** | **Expected Life Span***(if applicable)* | **Cost / Item** | **Quantity** | **Total Cost** |
|  **.** |  **.** | **$ .** |  **.** | **$ .** |
|  **.** |  **.** | **$ .** |  **.** | **$ .** |
|  **.** |  **.** | **$ .** |  **.** | **$ .** |
|  **.** |  **.** | **$ .** |  **.** | **$ .** |
|  **.** |  **.** | **$ .** |  **.** | **$ .** |

Purpose – Description of Items