



**Student Government Association**

2500 North River Road Manchester NH 03106 - 1045 | Phone: 603.645.9694 | Fax: 603.629.4634

**Budget Disbursement Form 2008 – 2009**

Date: \_\_\_\_\_ Club Name: \_\_\_\_\_

Event/Program: \_\_\_\_\_ Event Date: \_\_\_\_\_

Requestors name: \_\_\_\_\_ Phone: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Line Item Number (See list on back): \_\_\_\_\_ Amount: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Delivery? (Check one):  Pick-up  Mail  Online/Phone Payment

Mail Address: \_\_\_\_\_

Performer/Company Tax ID/SS #: \_\_\_\_\_

**Attached Documentation (Check one):**

- Cash Advance (\$100 or <)
- Cash Advance > \$100.00
- Invoice
- Receipt
- Contract
- Credit Card (Bank of America)
- Credit Card (AmEx)
- Gas Credit Card

**Credit Card Approval**

Company: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Signature of Card User: \_\_\_\_\_

**Office Use Only:**

Club Advisor Approval:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Approval:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SGA Use Only:**

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

SGA Treasurer Approval:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGA Business Mgr. Approval:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check Distribution:**

Picked up: \_\_\_\_\_ Date: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

## Account Numbers

### Auto

Fuel	500101
Mileage	500102
Registration	500103
Repairs	500104
Service	500105
Auto rental	500106
Tolls/Parking	500107

**Clothing** 500500

**Copies** 501100

**Decorations** 501200

### Entertainment

Bands	501501
Comedians	501502
DJ	501503
Singers	501504
Socials	501505
Dances	501506
Mascot	501509
Other	501510

### Equipment

Maintenance	501601
Sound & Lings	501602
Equipment	501604
Furniture	501605

### Food Expense

Hospitality	504501
Meetings	504502
Supplies	504503

**Gifts** 501800

### Leased Equipment

Boat Lease	501901
Boat Storage	501902
Boat Repairs	501903

**Postage** 502200

**Printing** 502300

**Prizes** 502400

### Professional Fees

Coaching Fee	500601
Dance Instr.	500602

### Programs

Bingo	502501
Rush	502502
Novelty Expense	502504

**Promotions** 502600

**Pub Expense** 504700

### Recreation

Activities	502701
Field Trip	502702
Movies	502703
Tickets Purchased	502704
Retreat	502705

**Refunds** 503900

**Registration** 502800

### Rental

Furniture Rental	501701
Equipment Rental	501702
Facility Rental	501703

**Repairs** 502900

**Security** 503100

### Seminars/Meetings

Speaker	503201
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**Subscriptions** 503300

### Supplies

Misc Supplies	502101
Office Supplies	502102

### Travel Expense

Meals	500301
Lodging	500302
Transportation	500303