

How to complete a Budget Request Form

Requesting from ASI

If a group does not receive any or enough funding from its ASI council, the group may approach the ASI Budget Committee. IRA groups may submit mid-year budget requests to the IRA Fee Committee. Both requests must be submitted to the ASI Treasurer's Office in the Bronco Student Center.

A budget request contains three parts:

1.) The Budget Request Form

- this may be obtained from the ASI Treasurer's Office, the ASI Student Government Office or on the ASI Homepage under **Frequently Used Forms**
<http://www.asi.csupomona.edu/businessservices/default.asap#forms>
- all income and expenses totals must be disclosed under the column titled amount requested
- the difference between the expenses and the income line items is the amount of the total request
- the signatures of the student chair and the advisor must be obtained

2) A line-item explanation

- on a separate sheet of paper, all income and expense line items must be specifically detailed to show how the totals were derived

3.) A program justification

- on a separate sheet of paper, briefly describe how the funds requested will be disbursed
- this shall include information such as, but not limited to:
 - * name of event or project
 - * date(s) if applicable
 - * how many will be participating
 - * where event will be held
 - * how this will benefit the members of the group and Cal Poly Pomona

Once the budget request packet is complete, the group shall submit the request to the ASI Secretary who will date stamp the request.