Emergency Allocation Request Form

Organization ______________________________________________________

Advisor’s Name ______________________________________________________

President’s Name _______________________________ Email ___________________@pitt.edu

Treasurer’s Name ____________________________ Email ___________________@pitt.edu

Amount Requested $_________________ Line Item: _______________________________

Date of Event (if applicable) __________________________

Describe the event or purchase you are requesting:

How will this value or impact your organization/UPJ? How many people are involved with this event?

What is already done in planning for this event or purchase? (Fundraising, Monies collected Room arrangements). Was this included in your Annual Budget Request? If NO, why not?

Signature of Club President Date Signature of Advisor Date

Submitted to Allocations Committee: __________________________
Allocations recommendation: __________________________
SGA Vote Results (Yay/Nay): __________________________

The Allocations Committee must make a recommendation on this form before proposing it to the SGA. The vote shall take place within the Allocations Committee’s weekly meeting and the recommendation shall be presented to the SGA during the proposal.

______________________________

Signature – Allocations Chairpersons Signature – Student Government President
Guidance for submitting an Emergency Allocation

This year, the Allocations committee is dedicated to making organizations and clubs more aware of the proper actions to take when submitting an Emergency Allocation so that the committee can provide the money needed to strive within the organization. One of the biggest problems Allocations faces is clubs and organizations requesting money without providing any proof or evidence for the amount requested.

When submitting an Emergency Allocation to the Allocations committee, it is vital that proper proof and evidence is provided for the EXACT amount of money being requested. In most cases, an E.A that is given to the committee with absolutely no proof will not be recommended, “yes” by the committee. In return, the E.A will likely not pass with the SGA as a whole at the regular meeting on Tuesday nights.

Any type of official documentation of the need for the money being requested could be considered acceptable proof.

Examples of accepted proof include: Receipts
Invoices
Price Lists
Receipts from the prior year

It is MANDATORY that an Emergency Allocation is submitted with proof to be passed. Any that are submitted without proof or evidence will automatically receive a recommendation of “no” from the committee, but will still be brought to the floor because of rules.

The club or organization requesting the money is also strongly encouraged to meet with the Allocations committee at the scheduled meeting time Monday at 8 p.m. in the SGA office located in the Student Union. If there is conflicts with attending the committee meeting, a club or organization should contact the chairpersons of the committee and set up another date and time.

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Finally, a representative is welcome to attend our meetings on Tuesday at 9 p.m. in the Cambria Room. The representative can speak on the organizations behalf and answer any other questions the SGA may have.