

**UNIVERSITY OF HOUSTON-DOWNTOWN  
COUNCIL OF ORGANIZATIONS  
FINANCE COMMITTEE REQUEST FORM  
(\$100 Request Form)**

These forms must be typed. For an electronic version, please ask the assistants in Student Activities to copy the forms onto your diskette.

Student Organization Name:  Date established at UHD:

President/Chairperson:  Number of current members:

Person preparing request:  Student ID #:

Email and phone/contact number(s):

Name of event:  Date(s) of event:

Location:  Dates/times of actual travel:

Co-Sponsor(s) (if any):

Number attending:  Number requesting funds for:  Number who attended last year:

Has student service fees funded this event in the past years?  Yes  No

Will credit hours be earned?  Yes  No

Sources of outside funding and amounts, if any?

Total amount requested of Finance Committee (attach worksheet):

What is the sum of the organization's funds (include on and off campus accounts)?

Is this money earmarked for other programs?  Yes  No

If yes, please describe:

How will the organization benefit from this funding?

How will UHD benefit from this funding?

Describe the event:

**In order for your request to be reviewed, you must submit this request (entirely completed) to the Accounts Clerk four business days (96 hours) prior to the Council Finance Committee Meeting. By signing below, the organization certifies that they have read and agreed to adhere to the Council Finance Committee Guidelines.**

Student Organization President's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_