

EXECUTIVE BOARD PROPOSAL COVERSHEET

CLUB	ACCOUNT NUMBER	DATE SUBMITTED
HEAD CLUB OFFICER	PRESENTER	PHONE NUMBER / EMAIL

No. of Members	RPI Students: _____	Dues/person/yr.: \$ _____	
	Faculty/Staff: _____	\$ _____	
	Community: _____	\$ _____	

Present Rensselaer Union Subsidy: \$ _____

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

Item/Service	<u>EXPENSE</u>	<u>INCOME</u>	
1. _____	\$ _____	1. _____	\$ _____
2. _____	\$ _____	2. _____	\$ _____
3. _____	\$ _____	3. _____	\$ _____
4. _____	\$ _____	4. _____	\$ _____
5. _____	\$ _____	5. _____	\$ _____
Total \$ _____		Total \$ _____	
Additional Subsidy Request Total \$ _____			
<i>(Expense less Income)</i>			

JUSTIFICATION & EXPLANATION:

Has this been requested before? _____
(for example: at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:

- a. Detail of items/services to be purchased. *(copy of quote, etc.)*
- b. Demonstration of need/interest, or background.
- c. How will this impact future budgets. *(service/maintenance cost, replacement cost, etc.)*

Reviewed by _____	DATE _____
Executive Board Representative	
Reviewed by _____	DATE _____
Rensselaer Union Finance Coordinator	
Reviewed by _____	DATE _____
Rensselaer Union SARP	

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Reserves |
| <input type="checkbox"/> Not Approved | <input type="checkbox"/> Contingency |

