



Florida A&M University Kinship of  
**Big Brother Little Brother**  
Mentoring Program

This form is to be used for the requesting of organization event or activity funding. This form can also be completed to be granted additional monies for events and activities. Its important to note that all budget request forms must be **COMPLETE** in its entirety in order for funds to be granted. Failure to do so may result in a **DENIAL** or **DELAY** in funding. Use the chart below for time considerations for the submittal of this form.

Money Amount	Day(s)/Week(s)	
less than \$50	No Less than 2 Days before event or scheduled purchase date.	Note: In addition to this for, an itemized list or finial break down must be submitted with this form. If the money is to be paid in cooperation with another organization or committee an finical breakdown must be provided for your half.
More than \$50 less than \$100	No Less than 4 Days before event or scheduled purchase date.	
\$100 or more	No less than 1 Week before event or scheduled purchase date.	
Over \$250	No less than 2 Weeks to a Month before event or scheduled purchase date.	

Emergency funding for events can be obtained but is at the discretion of the Executive Board as a whole!

<b>Committee Name:</b>			
<b>Chair / Responsible Person(s):</b>	Chair:	Other:	Other:
<b>Event/ Activity:</b>			
<b>Date(s) of Event/Activity:</b>			
<b>Date of Payment:</b>		< Date in which full or partial payment for items or the event as a whole needs to be paid.	
<b>Are there any pending requests for this committee or event/idea:</b>	Yes I No circle one.	<b>Remaining Budget before request:</b>	\$ <small>This amount is what the committee has remaining from the amount that was given to all committees at the start of each semester</small>
<b>Will there be any fundraising for this event/ Activity?</b>	Yes I No circle one.	<b>If Yes, what is the expected profit:</b>	\$
<b>Requested Amount:</b>	\$	<b>Approved Amount:</b>	\$
<b>Is this amount to withdrew from this committees budget?</b>	Yes I No circle one.	<b>Remaining committee Budget:</b>	\$
<b>Status or Request:</b> <small>Write whether funding was Approved or Denied</small>	If the above answer is No all monies granted will be considered EXTRA funding. The committee budget must be exhausted before EXTRA funding is granted.		
<b>Executive Signatures</b>	T.	P.	VP.

Receipts must be submitted after each activity or event. Any movie spent outside of there requested purpose must be paid back in full!

Executive Use only:

All documents provided: Y/N