

Please email this form to sgavp@messiah.edu by April 11th by 4pm for review by the Finance and Organizations Committee.

**2017-2018 Capital Purchase Request Form**

*What is an SGA Capital Purchase? In some years, SGA Clubs and Organizations as a whole do not spend all of their funding. When this happens, unspent funds are remitted to the SGA Capital Purchases Fund. This money can be spent to purchase long-term, physical assets that will benefit the general Messiah College populace.*

**Name and Position of Requester:**

**Messiah Staff/Faculty Partner (if requester is a student):**

**Amount of Request:** $

*Attach additional financial documents as needed*

**Description of Item(s):**

**Explanation of Need:**

**Please include any other appropriate information.**