

**Capital Purchases**

All clubs and organizations are entitled to request capital purchase items at the end of each year. These items are ones that your club/organization would not purchase in the normal course of business. Some examples are a banner to hang at club events, a computer (if you have a permanent office), or a display board. The SGA Finance Committee will review all requests and approve those that are appropriate and reasonable. All of the approved requests will be prioritized by this committee and approved by the Student Forum. As money is available, the approved items will be purchased starting at the top of the prioritized list.

Please complete the form below if you wish to request a capital purchase item. Please return to Maggie Arnold by April 10<sup>th</sup>.

Name of Organization: \_\_\_\_\_

Name of Person Filling Out This Form: \_\_\_\_\_

Item Name and Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain Why The Requested Item Is Needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of Requested Item: \_\_\_\_\_