

## Senate Overflow Request

Reason for Request \_\_\_\_\_

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

Organization Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Date/Time of Travel: \_\_\_\_\_

Does the Organization have a SG allocation? Yes  No

If yes, starting balance: \$ \_\_\_\_\_

Current balance: \$ \_\_\_\_\_

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Does the Organization have a Fund 6 account? Yes  No

If yes, current balance: \$ \_\_\_\_\_

Has fundraising for this request occurred? Yes  No

If yes, how much? \$ \_\_\_\_\_

Description of Product	Quantity	Unit Cost	Total Cost
<b>If additional space is needed, please complete an additional Senate Overflow Request.</b>			<b>Grand Total:</b>

This form must be submitted to the S-Building lobby front desk at least **30 business days (6 weeks)** before funds are needed. The student organization may be contacted by the Student Body Treasurer for additional information. It is the responsibility of the contact person designated on this form to respond to emails from SG officials. Emails will be sent to the contact person as the request moves through the Senate Overflow process. This form **does not** constitute approval of an event or request; SG purchasing policies and procedures must be followed after final approval. If you have any questions, contact the Student Body Treasurer at [sgtreasurer@sfcollge.edu](mailto:sgtreasurer@sfcollge.edu) or 352-381-3781.

Organization Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Email (please print): \_\_\_\_\_

www.sfcollege.edu/sg  
For SG Use Only

Student Body Treasurer:	Date Received:	Date Approved:
Overflow Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Overflow Request Amended? Yes <input type="checkbox"/> No <input type="checkbox"/>	Amended Amount:
Student Senate President:	Date Approved:	Student Senate Pro-Tempore: Date Approved: