

New Student Club Fund Request

Fund Title: _____ **Department Organization Code:** _____

Requested By: _____ **Department:** _____

Business Manager Approval (signature or e-mail approval): _____

Please answer the following questions about this new fund request and attach all pertinent information:

1. What is the name of the club?
2. Briefly describe the purpose of the club.
3. This club approved by: ASUSF AGSUSF
4. Funding for the club is: ASUSF AGSUSF Self-Funded
5. Who is the faculty/staff advisor for the club?
6. Who will be responsible for the fiscal management of the fund (please provide name, title, and department)?
7. What is the Organization Code of the responsible department?
8. Who will review and approve all fund expenditures (please provide name, title, and department)?
9. Which department will be responsible for any deficits at the end of each fiscal year?
10. Which FOAPAL should be charged, if necessary?

For Accounting and Business Services Use Only

Fund Code	Fund Description	Default Organization	Default Program

Fund Assigned By: _____ Date: _____

Signature