



## **Undergraduate Student Government Request for One-Time Commitment Expenses**

For the Purpose of Students First Initiatives

Fiscal Year 2019/2020

Index 220584 USG Operations Unless Otherwise Specified

This form is for all USG Member purchasing requests through the USG Operations budget for any dollar amount. These requests are for the purpose of Senator and Director “Students First Initiatives” to support legislation or projects that benefit the student body. Senators, Directors and the President must fill out this form and present it as part of a public meeting during General Orders. **Signatures of all parties must be obtained prior to presentation in a USG Meeting and prior to order placement or commitment to purchase.**

### **Description of Request:**

I am requesting funds to be allocated for the purchase of graduation pins for Student for Professional Nursing and cords for Diversity in Nursing. The president of SPN, Emily Smith, has requested \$245.00 for 100 pins. The president of DNA, Erica Noble, is requesting 7 cords, which I have priced at \$75.00. In order to cover the cost of both organizations, I suggest we allocate \$320.00 of Student First funding for senior nursing students.

### **Description of population and number of students benefiting from request:**

Over 100 graduating seniors in both nursing organizations.

### **How does this request collaborate with the mission of Undergraduate Student Government and Students First Initiatives?**

The Undergraduate Student Government is dedicated recognizing the accomplishments of all students. Seniors have been a part of both organizations for 4 years, and they deserve recognized for their dedication to the college of nursing. For a relatively small provision of funds, USG help recognize senior nursing students.

### **Funding Details:**

Amount of Funding Requested: \$245.00 and \$75.00

Total: \$320

Department(s) associated with this request (collaborations): USG, Students for Professional Nursing, and Diversity in Nursing

Vendor (if applicable): Amazon

How will funding be provided from USG account?

- Interdepartmental charge (department charges USG directly)
- Invoice payment (sending a paper or electronic invoice to be paid)
- Account charge (already established account at vendor that will bill us monthly)
- Purchasing card (credit card purchase)
- Expense reimbursement (for USG Member or KSU Staff Member only)
- Direct Deposit to Organization bank account (EIN number required)

Date Funding Needed: As soon as approved, will buy pins and cords

March 1st

**Printed Name and Signature of USG Member Requestor/Date:**

**USG Title of Requestor:** Senator for the College of Nursing

**Signature of USG President or Director of Business and Finance/Date:**

**Signature of USG Advisor/Date:**

*Notes: Attach legislation and any supporting documentation that may be helpful and give to Undergraduate Student Government Advisor: Meghan Factor-Page. Attach Expense Reimbursement Form for purchases made by USG Member or Staff as needed. Original receipts should be turned in as soon as they are received. Many purchases may take two weeks or more to process- please allow time for your request.*