



Student Organization Pre-Approval for Funding of Non-travel items

Organization name: _____ M#: _____

Quantity	Description/Business Purpose	Price per unit	Total Cost

The above expenses apply to one of the following reasons for funding as outline in the [COB Student Organization Funding Guidelines and Procedures](#):

1. To assist, via funding, COB student organizations' efforts to sponsor services or events that directly contribute to the betterment of the Missouri State student community.
2. To assist, via funding, COB student organizations' efforts to sponsor events on campus to improve the social, cultural, recreational, and educational offerings to the students and the rest of the University community.
3. To assist, via funding, COB student organizations' efforts to participate in services or events designed to foster members' educational, leadership or career focused growth, or to assist in the attainment of the respective organization's mission/purpose.
4. To assist, via funding, COB student organizations' efforts to sponsor physical and/or environmental improvements in the quality of the Missouri State student community.

Departmental administrative assistants may purchase items on a university procurement card as long as items are deemed allowable purchases by the [Office of Procurement](#). These purchases must also be within the limits of the total funds allowed to the student organization as deemed by the department head.

Student organizations may choose to purchase items and request reimbursement. Please note that per University Policy sales tax amounts are not reimbursable.

Student Organization President

Date

Faculty Advisor

Date

Department Head

Date