



Request for Student Activity Funds

Eastern New Mexico University – Student Government Association
Compliant with ENMU AGP&P 55-1 Purchasing Policy & 50-2 Cash Handling

Please send completed request with signature approvals to Assistant Vice President Veronica Munoz in the Learning Resource Center Room 117 or email to veronica.munoz@enmu.edu. If you have any questions please call (575)624-7065.

Requestor Information

- **Organization Name:** _____
- **Requestor Name & Title:** _____
- **Email:** _____
- **Phone:** _____
- **Date Submitted:** _____

Purpose of Funds

- **Event/Activity Name:** _____
- **Date(s) of Event/Activity:** _____
- **Location:** _____
- **Description & Purpose:** *(Include how this benefits the campus community and aligns with organizational objectives. Be specific.)*

Approval & Signatures

Purchasing/Organizational Approvals Required

Accountant/ Business Office: Approved Denied

Business Office Signature: _____ Date: _____

AVP Student Engagement Signature: _____ Date: _____

Comments:

Compliance Acknowledgment

I certify that:

1. The funds requested will be used **solely for official ENMU-R purposes**.
2. Purchases will **follow ENMU System 55-1 Purchasing Policy and all other relevant policies**, including approval levels, documentation, and procurement procedures.
3. I understand that **improper or non-compliant use** of funds may result in **personal liability** and/or disciplinary action which may include paying back of funds.

Requestor Signature: _____ Date: _____