

CLUB FUNDING REQUEST FORM



Please use this form for a funding request for your club. See page 2 for schedule of when funding request are due. Items other than food and beverage will require an attached quote. This can be a formal quote or a screen shot/photo of the item you wish to purchase with clubs funds. Please allow 10 business days for club funds to clear.

CLUB NAME:

FUNDING DETAILS

Reason for request:

Event date (if applicable):

Requested amount:

Date required:

ITEM	PRICE	QUANTITY	TOTAL

Quotes must be supplied for each item, where appropriate.

CONTACT INFORMATION

Club Treasurer/President:

Title:

Name:

Student ID:

Email Address:

Date required:

Signature:

OFFICE USE ONLY

Date:

Approved by:

Signature:

Once complete, please email this form to clubs@vu.edu.au

2018 funding period is from 1 November 2017 – 31 October 2018. 2018 funding must be requested within this time.

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DATE TO REQUEST (SEND IN BY C.O.B 5PM)

Funding requests are forwarded on to the finance team the following working day at 9am. It may take 10 business days for funds to clear.

- 14 JANUARY & 28 JANUARY
- 11 FEBRUARY & 25 FEBRUARY
- 11 MARCH & 25 MARCH
- 8 APRIL & 22 APRIL
- 6 MAY & 20 MAY
- 3 JUNE & 17 JUNE
- 1 JULY & 15 JULY
- 5 AUGUST & 19 AUGUST
- 2 SEPTEMBER & 16 SEPTEMBER
- 1 OCTOBER & 14 OCTOBER

1 November is the beginning of new Executive Committee term.

Funding request submitted outside of these date will be processed at the discretion of the Clubs and Societies Officer. Please note on some occasions these request will not be submitted outside the schedule outlined above.

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