



Student Government Association

2500 North River Road, Manchester, NH 03106-1045

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Capital Request Form

Today's Date: _____ Org Name: _____

Org Email: _____ Requestor Name: _____

Item(s) Requested: _____

Amount Requested: _____

Presentation Requirements:

- Copy of mission statement
- Need-based justification for item(s)
- Itemized expense(s) and total amount requested
- Include at least two (2) estimates or quotes for the item(s)
- Prepare a multimedia presentation (Prezi, PPT) to support the request for funds
- Supporting handout materials
- Presenters should dress professionally

Staff/Advisor Approval: _____ Date: _____

Capital Expenses (from the SGA Budget & Finance Policies and Procedures)

- a. SGA will set aside \$10,000 for capital expense allocations for clubs during the year.
- b. Auxiliary services (Last Chapter Pub, Copies Plus, Concierge Desk, Club Suite, Student Center Tech Crew, and Design Team) will utilize the Student Center Operations fund for capital expenses.
- c. A capital expense is considered any item that costs \$250 or more and has a life of more than one year. Uniforms will be considered capital expenses.
- d. All requests must be submitted to and are heard by the Student Activities Fee Advisory Committee.
- e. This committee will meet monthly.
- f. Any group/organization submitting a request to this committee will need to complete a Capital Request Form and provide supporting documentation. The Capital Request Form can be found in the Center for Student Involvement.
- g. The committee's decision is final.