



Student Government Association

2500 North River Road, Manchester, NH 03106-1045

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Budget Disbursement Form

Club/Organization Name(s): _____ Sub-Category _____
(If applicable)

Purchase Description: _____

Treasurer's Name: _____ Event Date (if applicable): _____
(If no Treasurer, use President's name and email)

Treasurer's Email: _____@snhu.edu

Line Item # (See reverse): _____ Amount: _____

Pay Method: Check Pickup Check Mail Student Government Credit Card

Check Payable To: _____

Mail Address (if applicable): _____

Invoice # (if applicable): _____

Funds may be transferred from one club to another for co-sponsorships:

Transfer of Funds: From: _____ To: _____

Documentation is required for all budget forms. Indicate below which document(s) are attached:

Memo (Cash Advance/Budget Transfer) Receipt Invoice Contract, W-9 & Insurance

Advisor Approval: Signature: _____ Date: _____

OFFICE USE ONLY

Student Government Credit Card Purchases

Bank of America Bank of New Hampshire

Company: _____ Date of Purchase: _____

Signature of Cardholder: _____

Club Treasurer Approval: Signature: _____ Date: _____

OSI Staff Approval: Signature: _____ Date: _____

Business Analyst Approval: Signature: _____ Date: _____

SGA VP of Finance Approval: Signature: _____ Date: _____

Check Number: _____ Amount: _____ Date if Mailed: _____

Check Pick-Up:

Picked Up By: _____ Date: _____

Purchase Order Information: If your expense requires a Purchase Order, please contact the SGA Business Manager.

Revised 2022

Line Item Numbers:

All Clubs and Organizations	
Apparel	5005000
Decorations	5010000
Printing	5019000
Co-Sponsorship- Transfer of Funds	5012010
Technology	5013002
Prizes	5020000
Gifts	5015000
Postage	5018000
Misc. Supplies	5016000
Office Supplies	5017000
Security	5024000
Food Expense	5028000
Lodging	5050000
Training & Development	5029000
Promotions/Giveaways	5047000
Memberships/Associations	5037000
Subscriptions	5026000
Programs/Events	5021000
Novelty Expense	5022000
Tickets Purchased	5023000
Conference Expense	5007000
Travel Expense (Non-Conference)	5004000

Student Center Operations Use Only	
Balloon Expense	5006000
Paper Products	5044000
Printer Paper	5036000
Ink	5027000
Business Supplies	5033000
Soda	5034000
Alcohol	5045000
Food Expense	5048000
Cell Phone Recharge	5040000
Staffing	5039000
Pool Table Expense	5038000
Auto- Rental/Registration/Maint.	5003000
Maintenance/Repairs	5013004
Contractors	5008000
Cleaning Supplies Expense	5046000
Furniture	5013003
Furniture Rental	5014000
Bank Charges	5002000
Bad Debit Account	5001000
Legal Fees	5032000
SUV Lease Payments	5031000
Ticket Sales Fee	5030000
Tips	5043000
Taxes	5042000
Fees/Permits	5041000