

ASMSU Supplemental and Reserve Request Sheet

2017-Request-#13

Date Submitted (dd/mm/yyyy) 12/1/2017 E-mail Address kswenson96@gmail.com
 Person Responsible Karl Swenson Program Responsible* _____
 Title and Organization _____ ASMSU Director Responsible* _____
 Phone Number 406-539-0277 *If this is a sponsorship _____

Price Quoted

	Vendor A		Vendor B	Total Request	SENATE USE	SENATE USE
	Vendor Name	Vendor Phone	Contact Name		Finance	Senate
Description of Item(s) to be Purchased	Price	Price	Price	Price	Price	Price
Design services for update of student memorial	\$ 25,000.00			\$ 25,000.00	\$ 9,500.00	\$ 9,500.00
Total	\$ 25,000.00	\$ -		\$ 25,000.00	\$ 9,500.00	\$ 9,500.00

Signature of Director: _____
 Signature of Buyer: _____

PASSED

PAYMENT METHOD:		FOR OFFICE USE ONLY			
On Campus:	Off Campus:	<u>Type of Request:</u>	Yes	No	
Index #:	Mailing Address:	Reserve	Finance Vote	7	0
Dept. Accountant:	Contact Name:	Supplemental	Senate Vote	19	0
	Phone:				
	Email:				

~This form MUST be submitted to the Senate Pro Tempore, who will present it to Finance Board. Upon Finance Board approval, it will be presented to Senate.
 ~Upon Senate approval, the form will be turned into the Operations Manager, who will process the request.
 ~ If Finance Board doesn't NOT approve this request, it is STILL presented to the ASMSU senate. It will then need a 2/3 majority to approve.
 ~ If this is a sponsorship, an ASMSU program director must endorse and cosign.
 ~You must present this Request to both Finance Board and Senate. Attach any pertinent information to this form.
 ~If funds will be used to purchase from an outside vendor, add vendor info as well as purchase options from multiple vendors.
 ~Payment takes 4-6 weeks. Do not fill out grey areas.
 ~Please contact the ASMSU Operations Manager with any questions - 994-6865

Proposal

Background: Concisely describe the background of the request.

The current student memorial was created by ASMSU in the early 1990s to remember students who pass away while attending MSU. There have been no updates or renovations since, except for the addition of new names. It is very secluded and private, which as a result, makes it unknown to the majority of students. Our goal is to make it more open and inviting so that students will spend time there, or at least be more aware of it.

Request: Outline and justify the item(s) to be purchased or the amount of funding needed.

An informal estimate put the total design costs at around \$32,250. The \$25,000, plus \$9,500 given by a parent to Dean Caires for updating the student memorial, will cover all of the design costs, with any remaining funds going towards the actual construction costs. We will be looking to other funding sources for the bulk of the construction costs.

Impact and Implementation: Please detail the impact to the program(s) or student constituencies the request will benefit, lifetime of item(s) to be purchased, as well as who is responsible for overseeing the use of the funds, if approved.

This improvement will allow us to better honor and remember those students who don't live past college. It will also serve as a place for students to reflect and relax. The next needed renovation would be once there is no space left for additional names. Dean Caires has been our unofficial advisor and he will help oversee the project and the use of funds, in addition to the five members of the Special Committee on the Student Memorial.