## **ASMSU Supplemental and Reserve Request Sheet**

2017-Request-#8

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Senate Vote

Reserve

0

Date Submitted (dd/mm/yyyy) Person Responsible Title and Organization			E-mail Address Program Responsible* ASMSU Director Responsible*			asmsupres@montana.edu			
						Kylar Clifton			
Phone Number			*If this is a sponsorship						
				Price Quoted					
				Vendor A		Vendor B	Total Request	SENATE USE	SENATE USE
			Vendor Name	MSU Bookstore		Universal		Finance	Senate
			Vendor Phone						
			Contact Name	Chad Schreier		Dalton Reid			
Description of Item(s) to be Purchased				Price		Price		Price	Price
	Athletic	Polos		\$30 X 69		\$35 x 69	\$2,070	\$2,070	\$2,070
	Athletic 1/4 Z	Zip Jackets		\$40 x 69		\$60 x 69	\$2,760	\$2,760	\$2,760
			Total	\$4	4,830	\$ 6,555.00	\$4,830	\$4,830	\$4,830
Signature of Director:							A C C		
							ASS	$\vdash$ $\vdash$ $\vdash$ $\vdash$	
Signature of Buyer:						•			
	PAYMENT I	METHOD:					FOR OFFICE U	JSE ONLY	
On Campus:		Off Campus:				Type of Request:		Yes	No
Index #:		Mailing Address:					Finance Vote	8	0
Dept. Accountant:						Supplemental			

~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.

Contact Name:

Phone:

Email:

- ~ 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.
- $\sim$  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

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Background: Concisely describe the background of the request.
Request: Outline and justify the item(s) to be purchased or the amount of funding needed.
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.