

ASMSU Supplemental and Reserve Request Sheet

2018-Request-#2

Date Submitted (dd/mm/yyyy)	<u>1/11/2018</u>	E-mail Address	<u>asmsupres@montana.edu</u>
Person Responsible	<u>Kylar Clifton</u>	Program Responsible*	<u>ASMSU President, Health and Wellbeing, Diversity and Inclusion</u>
Title and Organization	<u>ASMSU President</u>	ASMSU Director Responsible*	<u>ASMSU President</u>
Phone Number	<u>4062314877</u>	*If this is a sponsorship	

Price Quoted

Description of Item(s) to be Purchased	Vendor A		Vendor B	Total Request	SENATE USE	
	Price	Price	Price		Finance Board Approval	Senate Approval
Feminine Hygiene Product Dispensors (12)	\$ 3,600.00	\$ 4,800.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
HOSPECO Gards #4 Pads (1000)		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
HOSPECO Tampax Tampons (1500)		\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Install Costs	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Total	\$ 5,100.00	\$ 5,250.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00

PASSED

Signature of Director: _____

Signature of Buyer: _____

PAYMENT METHOD:		FOR OFFICE USE ONLY		
On Campus:	Off Campus:	<i>Type of Request:</i>	Yes	No
<i>Index #:</i>	<i>Mailing Address:</i>	Finance Vote	5	0
<i>Dept. Accountant:</i>	<i>Contact Name:</i>	Supplemental		
	<i>Phone:</i>	Senate Vote	17	0
	<i>Email:</i>	Reserve		

~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.

This request is for the machines and supplies necessary to provide free hygiene products in all of the bathrooms in the SUB. This is a growing trend across univiersites to provide this service to students. Faculty, students, and staff often may find thmeselves in need of these products during the day and night, but may be unable to go home to get them or purchase them themselves. I have spoken with Auxilary Services and Butch the director of the SUB and they have agreed to stock and maintian these machines if ASMSU supplies the supplies.

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

I am requesting for 12 hygiene product vending machines to install in all female/family bathrooms and 3 male bathrooms in the SUB. I am also requesting for 1000 pads and 1500 tampons to stock the machines for the first year.

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.

By providing these supplies to our faculty, students, and staff, at no cost, we will be showing our care towards their wellbeing. It is important to have the vending machines in male and female bathrooms in order to be inclusive and aware of all individuals comfortability. We are requesting that all bathrooms gendered or not have these machines because individuals who are comfortable entering any bathroom available to them may need these products.