EXECUTIVE ALLOCATION REQUEST FORM (SA-EA15)

The purpose of executive allocation is to allow funding to groups that promote student engagement, involvement, leadership, and diversity which aims to benefit the entire student body.

PLEASE READ CAREFULLY and examine the following requirements concerning Executive Allocation:

1. There are two categories that are eligible for executive allocation:
   i. Organizations recognized by (and in good standing with) the Student Association
   ii. Northern Illinois University’s Departments

2. Executive allocation funding can be used for (but not limited to):
   i. Conventions, Organizational events, Ceremonies

3. Executive allocation funding cannot be used for (but not limited to):
   i. Donations, Alcohol, Gift cards

4. This Executive Allocation form (SA-EA15) must be filled out legibly and completely; SA-EA15 must be signed by an officer of the organization and the faculty/staff advisor of said organization.

5. If the request requires processing through NIU Accounting or other departments, Form SA-EA15 must be submitted at least 30 days in advance (e.g. lodging payments). If the requested event does not require additional processing, then this form must be submitted 11 business days before the day of requested service (e.g. hosting an event at the Holmes Student Center).

6. All information included in this packet must be valid and accurate at the time this request is submitted. A meeting with the NIU SA President may be required before approval of request.

7. Form SA-EA15 must include a budget proposal that outlines the use of the requested funds. The requested amount must be justified and supporting documents may be requested by the NIU SA President.

8. Form SA-EA15 must be signed by the NIU SA President to be considered approved. Forms will only be valid with the President’s signature.

9. Unspent allocation will be returned to the Student Association President.

10. Requests may be reviewed, denied, and approved at the convenience and discretion of the President. A request is considered approved if any amount is allocated and denied if no amount is allocated. The amount allocated may or may not be the same amount as originally requested. Approved requests may be revoked and voided at any time prior to the transaction of funds at the discretion of the President.

11. By accepting Executive Allocation, you acknowledge that the disbursement of these funds is public knowledge, and this form may be displayed on the SA website.

12. If the request is approved by the NIU SA President, the requester must schedule an appointment with the NIU SA Accountant to claim the allocation.

Marzena Szmydt NIU
SA Accountant
Office Phone: 815-753-5204
Email: mszmydt@niu.edu
EXECUTIVE ALLOCATION REQUEST FORM (SA-EA15)

Organization Name: __________________________________________________________
Officer Contact Name____________________Phone # ______________________________
Email: _____________________________________________________________________
Faculty/ Staff Advisor: ____________________ Amount Requested:$__________________

The following documents must be attached to this form before submission to the student association president:

☐ Brief explanation for request and how this funding will be utilized. Dates and venues included.
☐ Brief explanation how this funding will benefit your organization and the student body.
☐ An attached list of additional sources of funding (Fundraising, Dues, etc.).
☐ Budget Proposal (Please include line item purchases, 2-3 price quotes from vendors).

I have read the preceding statements and will adhere to the above policies.

Officer Signature: ________________________________ Date: ________________

Advisor Signature: ________________________________ Date: ________________

Amount Approved: $________________________________________

On this date of:______________________________________________

Signature: _____________________________________________

President Nathan Lupstein

Office Use Only