

# ASUO Senate Special Request Form

*\*Please make note: According to Senate Rule 11.2, requests less than \$1000 must be submitted by 5pm on the Friday prior to the Senate meeting at which the request will be heard. Requests of or over \$1000 must be submitted by 5pm on the Wednesday prior.\**

Group Name: ASUO Exec Phone Number: 206 851 5376  
 OS Number: 050351 Applicant's Email: asuopres@uocegon.edu  
 Requested Hearing Date: 4/14/10 Is your program recognized by ASUO:  YES NO  
 Amount Requested: transfers Is your program currently fee -funded:  YES NO  
 Type of Request:  Authorize Spending Within Group  Create New Line Item  Authorize Spending From Surplus

- A. If requesting an *Authorization of Spending within Group* or from *Surplus*, please type and answer the following questions on a separate piece of paper
1. What will this money be used for? (please attach a complete dollar itemization of all money being requested)
  2. What will it mean to your program if this request is denied?
  3. What other funding options have you exhausted, and what were the results?
  4. Explain how this request will enhance the cultural and physical development of students at the University of Oregon, and how the request will benefit your members.

- B. If requesting for an *EVENT* answer the following questions:
1. Name of event: \_\_\_\_\_
  2. Date of event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_
  3. Is this event open to all of the Student Body? YES NO
  4. Are you charging for this event? YES NO
  5. Is this event a fundraiser? YES NO
  6. Are you requesting money for food for this event? YES NO
- If yes, please answer the following (typed and on a separate piece of paper)
- a. List the exact items to be purchased along with expected amount
  - b. How is food an integral part of the cultural development of your event?
7. What advertising will you be using?

Grace Bounds Grace Baum Finance Coord. April 7, 2010  
 Print Name of Group Member Signature of Group Member Title Date

**THIS BOX FOR OFFICE USE ONLY**

FROM Name of Activity	Current Balance in FROM Activity	TO Name of Activity	Current Balance in TO Activity	Current Balance in G, E, N, & U (Fundraising)
				8,775.84

Controller's verification of account balances (required): Melissa Cooper 4/7/10  
Signature and ASUO Seal Date

Received by (Senator): [Signature] 4/7/10 4:59 pm  
Name Date Time

Request:

Transfer \$ 18.00 from FH for Retreat to Retreat

Transfer \$ 82.00 from FH for Retreat to Leg Con Conference

Transfer \$ 200.00 from International Career and Networking Committee to Leg Con Conference

Transfer \$ 10.00 from Midnight Pizza Party- Halloween to Leg Con Conference

To the ASUO Executive, incidental fee index number OS035I

A1. This money will be used to fill line items within the Executive budget. We need to line item transfers to be able to use our Incidental Fee appropriately as well as prepare for the incoming Executive so they don't have to scramble and clean up the outgoing Executives 2009-2010 budget. The transferred funds would go towards a \$292.00 deficit in the Leg Con Conference line item

A2. If this request is denied than the current Executive would be unable to pay for services already provided to students at the University of Oregon.

A3. We have reclassified funds used in fundraising in our fundraising accounts as well as collecting pledged donations from student organizations to bring our deficit closer to a zero sum.

A4. This request will enhance the cultural and physical development of students of the University of Oregon campus because it has enabled students to travel to the capital and lobby on issues that affect all students on the University of Oregon campus. Students from all over campus were able to attend this conference and will bring the skills they have learned back to their constituents.