

Authority for Extra Provision of SAM Funding



This form acts as authority for allocation of Student Services and Amenities Fees not previously realised in the SAM Master Budget

Club Name													
Event Name													
Event Date													
Amount													
Description of Cost													
Category of Extra Provision sought	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td style="padding: 5px;">New unrealised expense not in Master Budget Provisional club expense, new event from existing club, unexpected costs or special provision for extra-ordinary expense (full detail required)</td> <td style="width: 10%; text-align: right; vertical-align: top; background-color: #e0e0e0;"><\$500</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 5px;">Cost requested but NOT allocated in Master Budget Please provide reason why original funding request was denied and explanation as to why allocation is now sought</td> <td style="text-align: right; vertical-align: top; background-color: #e0e0e0;"><\$500</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 5px;">Variation of approved cost in Master Budget Spent over budget / Incorrect quotation / price increase / unrealised expense for event / unexpected event contingency</td> <td style="text-align: right; vertical-align: top; background-color: #e0e0e0;"><20%</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 5px;">Reallocation of funds within Master Budget Specific request by club to reallocate between <u>EXISTING APPROVED</u> events (for NEW events please choose first option)</td> <td style="text-align: right; vertical-align: top; background-color: #e0e0e0;"><\$1000</td> </tr> </table>	<input type="checkbox"/>	New unrealised expense not in Master Budget Provisional club expense, new event from existing club, unexpected costs or special provision for extra-ordinary expense (full detail required)	<\$500	<input type="checkbox"/>	Cost requested but NOT allocated in Master Budget Please provide reason why original funding request was denied and explanation as to why allocation is now sought	<\$500	<input type="checkbox"/>	Variation of approved cost in Master Budget Spent over budget / Incorrect quotation / price increase / unrealised expense for event / unexpected event contingency	<20%	<input type="checkbox"/>	Reallocation of funds within Master Budget Specific request by club to reallocate between <u>EXISTING APPROVED</u> events (for NEW events please choose first option)	<\$1000
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Authority level requirements	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td style="padding: 5px;">Amount DOES NOT exceed BUSA extra provision authority limits shown above (two executives to sign below)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 5px;">Amount DOES exceed BUSA extra provision authority limits (two executives to sign below <u>and</u> document approved via flying minute - copy to be attached)</td> </tr> </table>	<input type="checkbox"/>	Amount DOES NOT exceed BUSA extra provision authority limits shown above (two executives to sign below)	<input type="checkbox"/>	Amount DOES exceed BUSA extra provision authority limits (two executives to sign below <u>and</u> document approved via flying minute - copy to be attached)								
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Reason why Extra Provision sought													
Contact Name													
Contact Phone													
Contact Email													
Date													

Signed by BUSA: 1/ 2/.....

Name: _____

Position: _____

Date: _____

Expense is to be costed to: BUSA / CLUB (please circle one)