



Your Student Government

PO BOX 30001 MSC 7110
LAS CRUCES, NM 88003
PHONE (575) 646-4889
FAX (575) 646-5596

1. This form must be typed
2. All Signatures must be original (due to COVID, electronic signatures will be accepted)
3. Forms should be forwarded to the Student Life/ASNMSU Business Manager for processing (dpeel@nmsu.edu)
4. Forms will be returned if appropriations violate ASNMSU policies/procedures or NMSU policies/procedures

The _____ Council hereby orders the following:

An Appropriation in the amount of: \$ _____

1. Student Organization(s): _____
2. Name of the event: _____
3. Event organizer and contact information: _____

4. Where is the event being held? _____
5. Date and time: _____
6. Business purpose: _____

7. What Senate Bill, if any, is this appropriation assigned to? SB# _____
8. What is being purchased? _____
9. Is this a service? Yes ___ No ___
If yes provide a quote from the vendor to Debbie three weeks prior to the event. (A purchase order is required)
10. Is food being purchased?
If yes, provide a meal expense form
If yes, will it be catered? Yes ___ No ___
If yes, provide a formal quote from the vendor to Debbie three weeks prior to the event. (A purchase order is required)

Read the following for your reimbursement.

Once all signatures are obtained other than the comptroller's, make an appointment with Luis Morales at asnmsu_ac@nmsu.edu to review the appropriation. All purchases should be made one week prior to when they are needed unless a purchase order is required; then it must be submitted three weeks in advance of the event and must be purchased through the ASNMSU office. Purchases for fundraisers are not allowed. Reimbursements are only allowed for travel. Keep in mind that every transaction is different and will need the attention of the Comptroller's office in order to process everything correctly. If the Comptroller has any issues with your form, you will be contacted.

Council President Date

Council Treasurer Date

Council Advisor Date

ASNMSU Comptroller Date