

## **OBLIGATIONS**

It is the responsibility of the applicant to prepare all requisitions, travel requests, or other forms necessary to expend the funds awarded within 15 days prior to the event. These forms should be submitted according to all regulations of the Business and Purchasing offices of New Mexico Tech and completed in a timely manner.

Please note that your budget planning should also include postage, shipping & handling and any other additional costs. Failure to submit the appropriate amounts will require you to pay extra costs. The applicant is also responsible for providing an account number from the advisor(s)/department(s) or club so that we can transfer the approved funds.

Submit a copy of the event information with the attached application.

## **GIVING BACK**

As a grantee of Administrative Funds, The Dean of Students Office will ask that individuals and/or groups give back by participating in campus activities. This may include but not be limited to:

Prospective Student on Campus Visitation Days  
Science Fair / Science Olympiad  
Student Research Symposium  
Career Fair

## **NOTES**

Student organizations **MUST** submit **ONE** request **ONLY**. Individual requests will not be funded.

**CONTACT INFORMATION:** Dean of Students Office  
Brown Hall 21A  
*deanofstudents@nmt.edu*  
(575) 835-5187



# APPLICATION

## Administrative Fund for Student Support

**ONLY ONE APPLICATION** should be submitted per Group/Club for each event.

### EVENT/PROJECT

Event/Project \_\_\_\_\_ Date of Event/Project \_\_\_\_\_

Group/Club \_\_\_\_\_ Department/Club Advisor \_\_\_\_\_

Have you received funding from SUR for any other activities?  No  Yes: \_\_\_\_\_

### APPLICANT'S INFORMATION

Name \_\_\_\_\_ ID \_\_\_\_\_  Undergraduate  Graduate

Email \_\_\_\_\_ Cell \_\_\_\_\_

Names of student(s) being funded:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### BUDGET

Funding from SGA or other offices?  No  Yes - *office(s) and amount(s) below*

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

**INSTRUCTIONS:** Itemize all budget elements and attach quotations from vendors and/or an additional page justifying how you arrived at the cost. You may be asked to submit additional information.

Travel \_\_\_\_\_ Total \_\_\_\_\_

Registration \_\_\_\_\_ Total \_\_\_\_\_

Supplies and Materials \_\_\_\_\_ Total \_\_\_\_\_

Other \_\_\_\_\_ Total \_\_\_\_\_

**Grand Total** \_\_\_\_\_

If approved, provide your club/group or department's ACCOUNT NUMBER: \_\_\_\_\_

**\*IF FUNDS ARE NOT SPENT, IT IS YOUR RESPONSIBILITY TO NOTIFY AND RETURN TO DOSO.\***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to:** Dean of Students Office, Brown Hall 21A – Contact: x5187 or deanofstudents@nmt.edu

### OFFICE USE ONLY

Date Approved \_\_\_\_\_ Amount \$ \_\_\_\_\_

Other Offices Funding \_\_\_\_\_