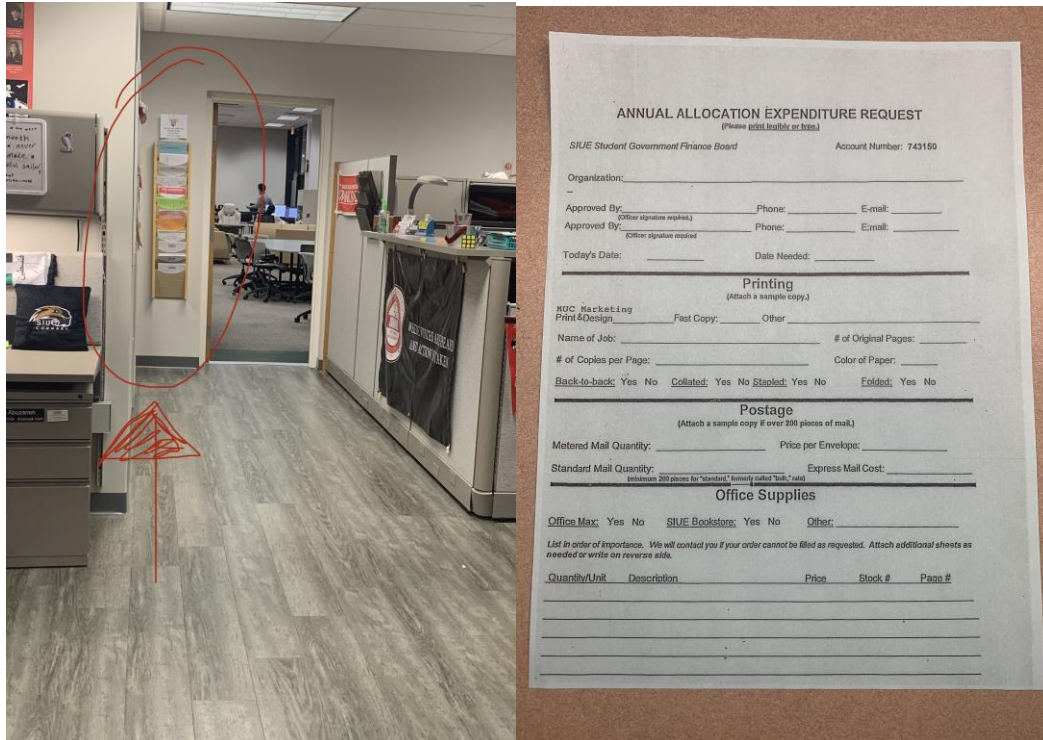


How to Use Student Government Allocations:

1. Receive approval email from finance officer which includes the amount for the year.
2. Obtain an “Annual Allocation Expenditure Request” form from the Student Government office. (Blue document).



3. Return the form with the required signatures to the Student Government Office Manager Linda Eilerman.

Reminder: STUDENT GOVERNMENT DOES NOT REIMBURSE. Organizations must submit the correct paperwork to allow the office manager to purchase the items.

Annual allocations can cover printing expenses, postage, and office supplies necessary for an organization to operate.

For any questions or discrepancies, please email the finance officer: odavila@siue.edu