

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

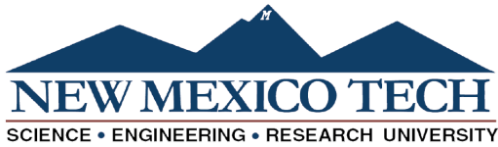
As a grantee of Administrative Funds, The Dean of Students Office will ask that individuals and/or groups give back by participating in campus activities. This may include but not be limited to:

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
West Hall, Room 123
deanofstudents@nmt.edu
(575) 835-5548



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 (attach additional sheet if necessary):

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 _____

Amount Requested _____

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, West Hall, Room 123- Contact: x5548 or deanofstudents@nmt.edu*

OFFICE USE ONLY

Date Approved _____ Dean's Signature _____ Amount \$ _____

Other Offices Funding _____