

**VCU School of Medicine  
Medical Student Government Funding Request Form**

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**Name of Student Organization:**

**Is your Student Organization registered by VCU myORGs?**

**Name of Event/Program:**

**President or Contact Person:**

**Email:**

**Phone Number:**

**Fax:**

**Date Request Submitted:**

*Description of Event (include the purpose of the event, how the event benefits the School of Medicine, how money will be allotted, how event will be advertised, location, time, and date):*

**Amount Requested:**

*Itemized Budget:*

**Name of Payee or Vendor:**

**Address:**

**Email:**

**Phone Number**

Please email your request to the Miki Nishitani (MSG Treasurer) **at least one week prior to the monthly MSG meeting**: [nishitanim@vcu.edu](mailto:nishitanim@vcu.edu)

*We will contact you if additional information is needed. If your proposal is approved by the MSG Executive Council, please attend the next MSG monthly meeting to present your proposal before voting occurs. Requests must be approved by a simple majority of a quorum of the voting members of the MSG Executive Council. If the request is retrospective, the appropriation must be approved by a two-thirds majority of a quorum of the voting members of the MSG.*

All organizations or individuals receiving funding from MSG must report on their use to the MSG Treasurer

- Once the funds have been spent (using a personal credit card and/or check), organizations/individuals should submit a reimbursement form with the Office of Student Affairs
- Things required for reimbursement request:
  - **All original itemized receipts** (including copies of online orders, packing slips, handwritten tickets)
  - **When paying with credit card, receipt must include card name, last 4 digits of card number, and approval/authorization code**
  - **Copy of credit card/bank statement page**
  - **List of attendees or a RSVP list for an event**
- The following items are NOT reimbursable expenses and should NOT be listed in your itemized budget:
  - Printing in any form (photocopies, flyers, posters, etc.)
  - Office supplies
  - Contracts (you MUST contact the Office of Student Affairs for how contracts work)
  - Gifts for members, speakers
  - Alcoholic beverages
- Please contact Carol Kennon for further information on reimbursement
  - [clkennon@vcu.edu](mailto:clkennon@vcu.edu)



# VCU

VIRGINIA COMMONWEALTH UNIVERSITY