URI Student Senate Organization
CATEGORY TRANSFER REQUEST FORM

(Step-by-step directions for applying on the reverse side)

Organization name: _____________________________________ Today’s Date: __________

Contact email address: __________________________________ Phone# __________________

Campus address: __________________________________________________________________

President’s signature: ____________________ Treasurer’s signature: ____________________

Applicable rules apply:

- No transfers from: Advertising, Co-sponsorship, telephone, stipends, recruitment
- Transfers under $100 need approval from the Finance Chair
- Transfers between $100-$500 need approval from the Finance Committee
- Transfers over $500 need approval from both Finance Committee and Student Senate

- Transfer requested from Cat#_________ Into Cat# _________ Amount$___________
  Cat. Description __________________________ Cat. Description ___________________

- Transfer requested from Cat#_________ Into Cat# _________ Amount$___________
  Cat. Description __________________________ Cat. Description ___________________

- Transfer requested from Cat#_________ Into Cat# _________ Amount$___________
  Cat. Description __________________________ Cat. Description ___________________

Rationale: _____________________________________________________________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

-----------------------------------------------Do not write below this line-----------------------------------------------

Finance Committee recommendation:   □ approved   □ deny
Student Senate action:      □ approved   □ deny

____________________________________  ______________________
(Finance Chairperson signature)      (date)

(over—please)
Category Transfers Requests

PLEASE NOTE: All *completed* paperwork for requests is due in the finance chairperson’s box or to the Senate Coordinator NO LATER THAN NOON on the day of the meeting. If it is submitted later than that time, it will not be considered until the following week.

Your account is broken down into a number of categories, i.e., Cat. 110, Xeroxing or Cat. 109, Office Supplies. (see the appendix for a list of the category line items with their numbers.) You must have enough funds in the appropriate category in order to spend money. If you want to transfer money between categories, follow the procedure below.

- Remember that your original budget requests should be adhered to; transferring from one category to another requires a justifiable rationale and approval is not guaranteed.

Applicable rules apply:

- Absolutely no category transfers are allowed from the following categories:
  - Cat.222, Advertising (unless it is into Cat. 110, copy/printing)
  - Cat.127, Co-sponsorship
  - Cat.122, Telephone
  - Cat.134, Stipends
  - Cat.312, Recruitment

- Complete all information on the form; the President and Treasurer must sign the form.