

STUDENT ACTIVITIES FUNDING BOARD APPLYING FOR FUNDING

1

What are you
applying for?

EVENT

MEETING

EQUIPMENT

CONFERENCE
FEES

DISCRETIONARY

2

What is
included?

Food, Speaker,
DJ, Decorations,
Movie Fee,
Miscellaneous

Food, Speaker,
Miscellaneous

Equipment,
Miscellaneous

Registration
Fee

Miscellaneous

3

Required
Documents

Quotes for
all purchases

Performance
contract

Equipment
inventory log for
equipment
purchases

Conference
itinerary and
conference
budget breakdown

N/A

4

SAFB
Review

+

5

Final Steps

IF **APPROVED**

- Fill out the payment/reimbursement form for items to be purchased or have your conference paid for
- Request petty cash up to \$100
- Make purchases at Sam's Club (someone in your organization must be registered via the Sam's Club Card Registration Form)
- Meet with Demetrius, the CSA Accountant, to solidify payments

OR **DENIED**

- Please re-apply
- Direct questions to the SAFB Chair at safb@oakland.edu
- Request an appeal



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