

**Florida International University Recreation Services
Sport Club Funding Request**

This form must be filed with the IM & Club Sport Coordinator at least 2 weeks prior to date of need.

Club Name: _____

Requestor Name: _____ **Phone:** _____

Date of Request: _____ **Date Needed:** _____

Requests may be made for:

- League/conference/tournament fees
- Equipment purchase/rental
- Facility rental
- Supplies (i.e. uniform replacement, publicity materials)
- Costs for hosting tournaments
- Costs for Athletic Trainers at home contests
- Costs for officials/referees

Not eligible are:

- Travel costs (lodging, food, gas, transportation)
- Coach/instructor wages
- Costs for social activities
- Insurance

Statement of Need: _____

Are club funds being used to supplement this purchase?

Yes ___ No ___ If yes, how much? ___

Purchase Details (use back if necessary)

Quantity	Description (style or item #, size, color where applicable)	Unit Cost	Total Cost
		TOTAL	

I understand that there is no guarantee this request will be approved. If approved, I understand that it is my responsibility to produce all necessary receipts, documents, etc. as required by the IM & Club Sport Coordinator. I also understand that any team equipment purchased belongs to the Recreation Services Department and FIU, not the club. I also understand that it is to the club's benefit to obtain price quotes from at least 3 vendors for purchases over \$500.

Club Representative (Print)

Signature

Date

Advisor Name (Print)

Signature

Date