### Clubs, Organizations and Groups Forms Map

#### I Want...

**More money.**
Complete the following:

- **A. Budget Increase & New Project Form**
- Provide any Supp. Docs

**To have a Fundraiser**

*Meet with Clubs Senator first.*

- **A. Club Expenditure Form**
- Needs seed money
  (See I want more money)

**To buy refreshments for my meeting.**

Complete the following:

- **A. Club Expenditure Form**
- **B. Food/ Vendor Worksheet**
- **C. Light Refreshment Form**

**To travel**

Complete the following:

- **A. Travel Request Checklist For each traveler.**
  
  Provide:
  - Agenda
  - Preferred lodging

- Needs Funding
  (See I want more money)

**To buy Supplies, Equipment**

(NON-FOOD)

Complete the following:

- **A. Club Expenditure Form**
- **B. Purchase Order Worksheet**

**To have an event.**

Complete the following:

- Needs refreshments
  (See Buy Refreshments)
- Needs supplies
  (See Buy Supplies, Equipment)
- Needs space
  (Meet with Jennifer Justice/ Event services)
- Print Order Form