



Shippensburg University Student Services Inc.
Budget Request Form
Fiscal Year 2025-2026
July 1, 2025, to June 30, 2026

Name of Organization:

Organization #

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Form Instructions:

Officers:

Name:

Email: @ship.edu

1. Fill out officer names and Email:
2. Summarize your requests for each account in the table below
3. Use page 2 to justify your requests for each account. Attach additional information as needed.
4. One officer and advisor must review and sign before submitting

President:		
Vice President:		
Treasurer:		
Secretary:		
Advisor:		

Account Description	Account #	B&F Committee Use Only 2024-2025 Actual Allocation	2025-2026 Requested Amount (Whole \$)	**B&F Committee use only** 2025-2026 Actual Allocation
Totals:		\$		\$

Form reviewed by:			
	(Advisor name)	(Signature)	(Date)
Form Submitted by:			
	(Officer name)	(Signature)	(Date)

Budget & Finance Committee Use Only

Expected Income (From Dues)		Active Members:	
Total 2024-2025 Allocation		Total 2025-2026 Allocation:	
2024-2025 Income Commitment		2025-2026 Income Commitment:	
Net Cost to Student Association		Net Cost to Student Association:	

Budget Request Justification

*Please use additional sheets as needed.

Please provide detailed information about each account that the group is requesting funding.
 A sample for reference is provided in student group budget training materials.
 A full list of account numbers (Appendix O1- Description of Accounts) can be found at:
<https://www.ship.edu/life/clubs-organizations/ssi/forms/>

- Any programming requests must include the following:
- * Name of the event *Goal/Purpose of event
 - * Detailed breakdown of pricing for each component of the event

Account #	Description of Account:	Amount Requested: \$
Justification:		

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Justification:		

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Justification:		