



DEPARTMENTAL ALLOCATION FORM  
20 \_\_\_\_ -20 \_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Senator's name (printed) \_\_\_\_\_ Senator's ID #: \_\_\_\_\_

Senator's e-mail: \_\_\_\_\_ Senator's phone Number: \_\_\_\_\_

Total number of graduate students in your department (Full-time & Part-time) \_\_\_\_\_

Total GSO Departmental Allocation being requested (up to maximum allotted based on the number of graduate students within your department, as stated on the Budget. Please see the chart on the next page):

\_\_\_\_\_ Please provide a description of what the funds were used to purchase and original receipts in order to receive reimbursement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide signatures equal to 30% of the total number of the graduate students from your Department or 50 graduate students from your Department, whichever is less. Have your program director/program administrative assistant verify both that the total number of students provided above and the names provided below are correct by providing a signed letter that is to be attached to this form.

Statement of Consent : "We, the undersigned, representing the Department of \_\_\_\_\_ hereby request that our student activity fee money allocated by GSO be used in the above manner and that we assent to the department senator named at the top of this form being designated custodian of said funds."

PLEASE, PRINT YOUR NAME CLEARLY:

NAME	ID#	SIGNATURE	EMAIL
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Please note that as of 2011-2012, Departmental Allocations are only issued after the funds have been spent, thus in order to receive your allocation, you must provide original receipts for the item(s) purchased.

Departmental Allocations are provided to enhance a sense of community within each department. Each department shall be allocated based on the following rates:

Number of Students in Department	Allocation
<b>0-10</b>	<b>\$30</b>
<b>11-30</b>	<b>\$100</b>
<b>31-50</b>	<b>\$160</b>
<b>51-75</b>	<b>\$220</b>
<b>76-100</b>	<b>\$300</b>
<b>101-150</b>	<b>\$350</b>
<b>151-200</b>	<b>\$420</b>
<b>201+</b>	<b>\$500</b>