

ORC Equipment Fund Application

The ORC Equipment Fund

- **Who/What is it for?**
The SGA Equipment Fund is available to any SGA chartered organization. Its purpose is to cover any one-time expenses for equipment associated with the functioning of that organization, as the ORC determines appropriate. "One-time" expenses must include those that are necessary every five years or more.
- **Where does the application go? When will I find out the result?**
All applications should be turned in to the SGA office (CC206). Generally, if the applications are turned in by 4:00 pm on Monday, they will be acted upon at the ORC meeting on Wednesday evening. No applications received after December 7th, 2009 and before January 26, 2010 will be acted upon. The last applications must be turned in by April 19, 2010.
- **What should your application include?**
When filling out your application it is important to be as specific as possible about the items you would like to receive funding for. Whenever possible please attach price quotes and explanations demonstrating the need of an item.
- **What do we do if we didn't spend the funds allocated to us?** In the event that an organization will not be spending funds allocated to them by ORC as indicated in this application, the funds must be returned to ORC immediately after the anticipated purchases. If an organization decides that the funds allocated can serve another purpose, they must request to spend the money on other items in an e-mail directed to the ORC Chair. If the organization fails to follow this procedure a penalty will be incurred as decided by ORC.
- **Who do I contact for more information?**
ORC Chair: Mary Kwan, x4762, mkwan@smith.edu
SGA Office Hours: Wednesday from 4:30 to 6:30 p.m.

I. Applicant Contact Information:

Name: _____
(Organization name & name of primary contact)

Extension: _____ E-mail: _____ Box #: _____

Org Code (4 digits): _____ Account # (5 digits): _____

II. Equipment Information:

Description of equipment (type of item, use, expected lifespan)

Total Amount Requested from the ORC Equipment Fund \$ _____

III. Proposed Detailed Budget:

<u>Item</u>	<u>Anticipated Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total \$ _____	

IV. Other Sources of Funding

Organizations should apply to ORC first for their funding needs. Organizations can apply to other sources of funding for the difference in what ORC has allocated. However, if you have already started soliciting to other sources for funds please outline them including the amount requested from each source. Please also note if the applications are pending or have already been approved.

Funding Source	Pending	Approved	Amt. Requested/Granted
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

*****Please attach information from the vendor if possible.*****

Has your organization set aside any of your budget for this equipment?

V. Please Read and sign below to indicate that you are aware of the following:

- I understand that I must turn in receipts to the ORC chair no more than two weeks after the proposed equipment has been purchased, documenting clearly how funds have been used.
- If no receipts are turned in to document how monies have been spent, I understand that I/my organization may be billed for any undocumented portion of our funding award.
- I understand that I cannot use funds awarded for any purpose other than that which is approved by the ORC.

Signature: _____ Date: _____

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.