Funds Requests

All funds requests must be submitted in the format below for all **SSI** operating budget expenditures excluding meals related to all competition (line item 401), all transportation-related areas (line items 201 and 204), officials (line item 403), and meal tickets for official and unofficial visits.

All funds requests must be submitted in the format below for all **SUF** operating budget expenditures.

Any requests submitted in a different format will be returned and a request made to revise the information. Once the information has been reviewed, you will receive follow-up, via E-mail, regarding whether your funds request has been approved or denied. Once you receive approval, **you will need to print that page and include it with all paperwork (invoices, credit card statements, petty cash requests, petty cash expenditure forms, etc.) when you submit for payment.**

Funds Request Policy:

Funds requests for SSI operating budgets and SUF general accounts should be submitted electronically, in advance of any purchase, to Carrie Michaels at camichaels@ship.edu. Include the following information, along with the funds request details.

<table>
<thead>
<tr>
<th>FUNDS REQUEST – SSI OPERATING BUDGET</th>
<th>EXAMPLE</th>
<th>FUNDS REQUEST – SSI OPERATING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport/Area:</td>
<td>Sport/Area: Volleyball</td>
<td></td>
</tr>
<tr>
<td>Sport/Area Organization Number:</td>
<td>Sport/Area Organization Number: 122</td>
<td></td>
</tr>
<tr>
<td>Line Item Name:</td>
<td>Line Item Name: Supplies and Equipment</td>
<td></td>
</tr>
<tr>
<td>Line Item Number:</td>
<td>Line Item Number: 101</td>
<td></td>
</tr>
<tr>
<td>Purchase Request:</td>
<td>Purchase Request: Knee pads</td>
<td></td>
</tr>
<tr>
<td>Amount: $</td>
<td>Amount: $400.00</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td>Vendor: Sauve’ Bros.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUNDS REQUEST – SUF GENERAL ACCOUNT</th>
<th>EXAMPLE</th>
<th>FUNDS REQUEST – SUF GENERAL ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport/Area:</td>
<td>Sport/Area: Volleyball</td>
<td></td>
</tr>
<tr>
<td>Account:</td>
<td>Account: SUF General</td>
<td></td>
</tr>
<tr>
<td>Request:</td>
<td>Request: Senior Awards</td>
<td></td>
</tr>
<tr>
<td>Amount: $</td>
<td>Amount: $150.00</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td>Vendor: Frames R Us</td>
<td></td>
</tr>
</tbody>
</table>