



PO BOX 30001 MSC 7110  
 LAS CRUCES, NM 88003  
 PHONE (575) 646-4415  
 FAX (575) 646-5596

1. This form must be typed
2. All Signatures must be original
3. Forms must be delivered to the ASNMSU Comptroller's Office for processing
4. Forms will be returned if appropriations violate ASNMSU policies/procedures or NMSU policies/procedures

The Engineering Student Council hereby orders the following:

An Appropriation in the amount of: \$500.00

1. Student Organization(s): \_\_\_\_\_
2. Name of the Event: \_\_\_\_\_
3. Organizer Contact Information: Name: \_\_\_\_\_ Email: \_\_\_\_\_
4. Event Location: \_\_\_\_\_
5. Event Date and Time: \_\_\_\_\_
6. Business Purpose: \_\_\_\_\_  
\_\_\_\_\_
7. What Senate Bill, if any, is this appropriation assigned to?: SB# \_\_\_\_\_
8. Is this a service? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is food being purchased? Yes \_\_\_\_\_ No \_\_\_\_\_

**Read the following for your reimbursement.**

In order for your appropriation to be processed you **MUST** schedule a meeting with the ASNMSU Comptroller or Assistant Comptroller to discuss your specific situation. Do not drop off appropriation forms at the ASNMSU office as they will not be reviewed or processed without a meeting with the Comptroller or Assistant Comptroller. All purchases need to be made one week prior to when they are needed and must be purchased through the ASNMSU office. Reimbursements to organizations or individuals within the organizations will only be processed under specific circumstances. Keep in mind that every purchase/reimbursement is different and will require the attention of the Comptroller's office in order to be processed correctly.

\_\_\_\_\_  
Council President                      Date

\_\_\_\_\_  
Council Treasurer                      Date

\_\_\_\_\_  
Council Advisor                      Date

\_\_\_\_\_  
ASNMSU Comptroller                      Date