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| **To:** | **Student Finance Board** |
| **From (Organization Name):** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CC:** | **SFB Executive Board** |
| **Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Re:** | **Credit Card Request** |
| **Total Amount Requested (Must be at least $200):** |  |
| **Purpose of Purchase:** |  |
| **Event Title:** |  |

**Justification for Credit Card Use:**

**Financial Need Demonstration:** Below, please provide an explanation of the financial need that necessitates the use of the SFB Credit Card for this purchase. Describe why the purchase cannot be covered through regular student reimbursement or vendor payment process. Specify whether you have explored other avenues to secure funding within your organization. Please also explain how this purchase contributes to the success of your event.

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**Parameters for SFB Credit Card Use:**

* The requested purchase must amount to a minimum of $200 to be eligible for consideration.
* A demonstrated financial need is required. This means that efforts to secure funding within your organization and from other sources should be outlined.
* The purchase should significantly enhance the quality or scale of the event, justifying the use of the SFB Credit Card.
* Any alternative methods of funding, reimbursements, or payments should be explored and described.
* The SFB Credit Card should only be used for legitimate event-related expenses and in accordance with our guidelines.

**Approval and Conditions:** The approval of this SFB Credit Card Request is subject to the review and decision of the Student Finance Board’s Executive Board. If approved, the organization is responsible for complying with all policies related to the use of funds. The approved funds must be claimed within **one week of approval**.

Advisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_