

Engineering Student Organizations  
Request for Funding

Completed requests should be submitted to the Dean's Administrative Assistant, Courtney Blaylock, [blaylock@bagley.msstate.edu](mailto:blaylock@bagley.msstate.edu), Dean Keith, [keith@bagley.msstate.edu](mailto:keith@bagley.msstate.edu), and Dr. Reeves, [kari@bagley.msstate.edu](mailto:kari@bagley.msstate.edu)

Name of Student Organization: \_\_\_\_\_

Student Organization Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Advisor Email Address: \_\_\_\_\_

Advisor's Home Department: \_\_\_\_\_

Student Officers for Current Academic Year:

Officer Name	MSU 9-digit ID	Net ID	Major	Class

Funding Period

Fall 2023  
Spring 2024

Summer 2024  
Fall 2024

Budget: (Include Dollar Amounts for each item/activity that you are requesting support for)

Expense	Amount Requested	Additional Details
Student Travel	\$	
Events	\$	
Leadership Development	\$	
Other:	\$	
	\$	
	\$	
	\$	

Total Amount Requested: \_\_\_\_\_

**If you are requesting funding for student travel, please complete the below section.**



Please Provide Justification for "Other" Expenses:

**Additional Required Information:**

**To Be Completed by Department Business Manager and Faculty Advisor:**

Name of Business Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fund # for Transfer of Funds: \_\_\_\_\_

(BCoE cannot transfer funds without a departmental fund number.)

Does the student organization have additional support? \_\_\_\_ No \_\_\_\_ Yes. If yes, amount \$ \_\_\_\_\_

Name of Faculty Advisory: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviews and Approvals**

**For Engineering Dean's Office Use Only**

Any funds from the college? \_\_\_\_ Yes \_\_\_\_ No

Source of funds: \_\_\_\_\_

Total Amount Approved: \$ \_\_\_\_\_

\_\_\_\_\_  
Dean/Associate Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date