

**SGA FINE ARTS DEPARTMENT FUNDS  
COMPUTER HARDWARE, SOFTWARE & EQUIPMENT APPROVAL**

Must be submitted and approved by the SGA Treasurer before purchase is made. Please allow sufficient time for this process to occur. Please contact Lori Gilmore at 532-6541 if you have any questions.

Department Name: \_\_\_\_\_

Item(s) to be Purchased: \_\_\_\_\_  
\_\_\_\_\_

Cost of Item(s): \_\_\_\_\_

How will items be used for Fine Arts Events or Programming on campus?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Information if questions arise:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
SGA Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Gayle Spencer, Asst Dean of Student Life

\_\_\_\_\_  
Date

Submit completed form to the Office of Student Activities & Services, K-State Student Union, Ground Floor.

To be completed by the OSAS office

Date Received: \_\_\_\_\_ initials \_\_\_\_\_