

# ANNUAL ALLOCATION EXPENDITURE REQUEST

(Please print legibly or type.)

SIUE Student Government Finance Board

Account Number: 4-14690

Organization: \_\_\_\_\_

Approved By: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Executive Board member signature required.)

Approved By: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Executive Board member signature required)

Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_

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## Printing

(Attach a sample copy.)

Print & Design: \_\_\_\_\_ Fast Copy: \_\_\_\_\_ M&C (formerly University Graphics) \_\_\_\_\_

Name of Job: \_\_\_\_\_ # of Original Pages: \_\_\_\_\_

# of Copies per Page: \_\_\_\_\_ Color of Paper: \_\_\_\_\_

Back-to-back: Yes No Collated: Yes No Stapled: Yes No Folded: Yes No

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## Postage

(Attach a sample copy if over 200 pieces of mail.)

Metered Mail Quantity: \_\_\_\_\_ Price per Envelope: \_\_\_\_\_

Standard Mail Quantity: \_\_\_\_\_ Express Mail Cost: \_\_\_\_\_  
(minimum 200 pieces for "standard," formerly called "bulk," rate)

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## Office Supplies

Office Max: Yes No SIUE Bookstore: Yes No Other: \_\_\_\_\_  
(Please specify.)

List in order of importance. We will contact you if your order cannot be filled as requested. **Attach additional sheets as needed or write on reverse side.**

Quantity/Unit	Description	Price	Stock #	Page #