
Graduate Student Council (GSC)

Discretionary Funds Request Form

Date: _____ Organization/Group: _____

Representative Name and Title: _____

Email Address: _____

Event: _____ Event Date: _____

Amount Requesting: _____

If some portion of the request is granted, the Graduate Student Council should (check one):

Transfer funds to this University account _____

Reimburse the responsible party upon submission of receipts

Items Necessary for Request Consideration:

- Proposed Budget
- One page Rationale of Expenditures (what the request is for and why it is necessary for improving graduate student life)
- Timeline/Schedule for Expenditures of Funds
- One representative is requested to attend the Graduate Student Council meeting at which the funding request is to be considered

Please email requests or questions about the procedure to David Tobias at detobias@mtu.edu. Hard copy requests should be delivered to ROTC 101.

Discretionary Funds Information

According to the GSC Bylaws, up to \$10,000/yr may be allocated towards emergency expenditures and programs intended to improve graduate student life. Standard procedure is to allow at least two weeks (time between regular meetings) of consideration before moving on a request, but the Graduate Student Council may move on the requested expenditure immediately if 2/3 of the members present approve such an action.

ADMINISTRATIVE USE ONLY:

Date Considered: _____ Amount Allocated: _____
