

CARRY FORWARD APPLICATION

To: Student Organizations, Advisors & Members

From: Sandra Schob, Activities Business Manager

Re: Carry Forward Application for previous year's operating activity fee funds

Carry Forward funds are only available for currently recognized, non-probationary student organizations that had activity fee funds left in their activity account at the end of the previous fiscal year.

Step 1: Complete all pages of this form. Incomplete forms will not be considered for funding.

Step 2: When completing Page 2 and 3 **make sure any expenses you estimate are fully allowable.** "Allowable expenses" include; printing, postage, rental fees, speaker fees, food items, and travel (if any funds originally meant for travel remain in previous years' budget). If you need extra pages for expenses, feel free to make copies.

Step 3: Submit the form via email or in paper form to the Activities Business Manager at the Comstock Memorial Union Room 222E. Call 477-2486 or email schobsa@mnstate.edu if you have any questions regarding this application process.

Step 4: The Activities Business Manager will contact the Student Activity Budget Committee (SABC) to arrange a time for you, or a representative of your organization/group, to present the request in person at an upcoming SABC meeting. Requests will be granted (in part or in full) or denied by SABC.*

**MnSCU (Minnesota State Colleges and Universities) financial policy dictates the procedures for management of activity fee funds. Your carry forward dollars are activity fee funds and so I and SABC must follow MnSCU policy when allocating or determining the merits of awarding activity fee funds to student organizations/groups.*

Sandra Schob
Activities Business Manager
CMU Room 222E
Minnesota State University Moorhead
Moorhead, MN 56563
phone: 218-477-2486
schobsa@mnstate.edu



MSUM Student Organization Carry Forward Application

Name of Organization: _____

Applicant's Name (please print): _____ Date: _____

Applicant's Email: _____ Applicant's Phone #: _____

Advisor's Name (please print): _____

Total Carry Forward Requested \$ _____

Activity Account Number: 334 _____

Please write a brief explanation of the reason for this carry forward application. Explain why these dollars were not spent in the appropriate fiscal year. Then, explain how the use of these dollars in the current year will benefit the University and those students participating. *

Enter the total amount you are requesting \$_____

1. Use the expense codes listed below to break your request amount into “types of expenses”
For instance, if you plan to spend \$25.00 of your total request on printing costs, put that dollar amount on the line directly across from the expense code “1410” Printing.
2. Make sure your expense total at the bottom of the right-hand column equals your “Total Amount Requesting” at the top of this page.

<u>Expense Code</u>	<u>Description</u>	<u>Dollar Amount</u>
1010	Rents or leasing	_____
1110	Advertising costs	_____
1230	Repair	_____
1410	Printing (on or off campus)	_____
1870	Other contracted services (ex: Sodexo food service, coaches, Game referees)	_____
1910	Public speakers/Entertainers	_____
2010	Postage	_____
2020	Telephone base fee	_____
2030	Long distance phone charges	_____
2060	Freight expense (UPS, FedEx)	_____
2710	Student Activities	_____
2720	Student Travel	_____
2880	Fees, license, membership costs	_____
3000	Supplies	_____
3002	Supplies as equipment (computer)	_____
Other	_____	_____

Calculate Total Expenses [enter here]>> \$_____

(must equal amount listed at top of this page)

For each expense line on the previous page where you placed a dollar amount, please explain how you arrived at that dollar amount. Show expense code, a written explanation of your calculation and the amount.

Expense Code

How did you arrive at this amount?

Example :

___1410-printing

Example :

We need 40 posters 8x10. Copies Plus

Charges \$1.50 per poster $40 \times \$1.50 = \60.00
