



# Budget Request and Adjustment Approval Form

Each year the MASFAP Executive Board must approve an Operating Budget. This form is designed to assist MASFAP Officers and Committee Chairs with estimating annual expenses to be included in the Budget. The Budget and Finance Committee will provide a detailed list of prior-year expenses incurred for each committee to assist with this request. **It is necessary for this form to be completed and submitted to the Budget & Finance Committee no later than 30 days preceding the fall conference for consideration;** the following year's annual budget will be presented at the Executive Board meeting held at the fall conference. The Budget is used as a guideline and will be open for changes; however, request for adjustments must be submitted in writing to the B&F Committee; budget adjustments must receive final approval from the Executive Board.

\_\_\_\_\_ **This is the initial request**

\_\_\_\_\_ **This is a request for an adjustment**

Committee: \_\_\_\_\_ Budget Year: \_\_\_\_\_

Chairperson/Officer Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_

Event Name	Estimated Date	Brief Description/Justification (include all expenses, such as committee member travel, supplies, scholarships, awards, gift items, guest travel etc.) <i>(please submit attachments if more space is necessary)</i>	Amount Requested

**Send completed forms and supporting documents to:**  
 Missouri Association of Student Financial Aid Personnel (MASFAP)  
 Attention: Budget and Finance Committee  
 2208 Missouri Blvd, Suite 102, Box 308  
 Jefferson City, MO 65109  
 -OR - send by email to: [finance@masfap.org](mailto:finance@masfap.org)

<b>Budget and Finance Committee Notes:</b>	
Notes:	Amount Approved
Signature/Date:	