



Vanguard Engineering Society
 At University of California, Merced
 Budget Proposal Request Form

RCO Name:	Total Amount Being Requested (\$):
Name of Contact Person:	Email of Contact Person:
Event Title:	Collaborating RCO (if applicable):
Date of Event:	# of Members Attending:
Event Location:	Funds received from OSL or Organization funds being utilized for this event (\$):

Budget Items

(Include links to each item. If the event has not yet occurred, The School of Engineering will purchase items based off links provided.)

Item	Vendor	Unit Price (\$)	# of Units	Total Cost (\$)	Link
				Total Costs(\$):	

(additional space can be found on page 5)

Shipment Information

All items must be shipped to: Organizations name, c/o Karla Gonzalez, 5200 N. Lake Rd., SE2 room 315, Merced, CA 95348

Benefits to Organization/Members

(Who benefits and how? Please explain below. **Maximum of 5 Sentences**)

[click here]

Contact Person:

- I understand that my request must be made at least 6 weeks prior to my event.
- I understand that I must go through approved vendors.
- I understand that I must include working links to all my request
- I understand that should a location not provide drop off (i.e., Walmart/Target/Home Depot, etc.) it is my responsibility to pick-up items. If I do not pick-up by assigned dates, I understand that SoE will not reorder
- I understand that only one request per organization per event will be reviewed. No alterations to my request, unless requested by the review committee will be accepted
- I understand that all material bought are for the organizational purposes and are not the property of any individual, therefore must travel with the organization.

Requestors Signature

Organization's Advisors Signatures

As advisors for this organization, I support the above request. I have reviewed their request and have made sure the materials requested do not violate any UC Merced Policy or practice, will not be utilized for any intent outside of the scope of the organization, and are requested through approved vendors.

Advisors Signature

Committee Review Comments

[click here]

Questions and Clarifications

[click here]

Committee Review Only:
 Each RCO representative may cast a vote (Y/N) based on the total Approved Costs (\$).

RCO	Vote (Y/N)
AIAA	
ASME	
ACM	
BMES	
DRS	
ESW	
HackMerced	
MRS	
NSBE	

Committee Review Only:
 Each RCO representative may cast a vote (Y/N) based on the total Approved Costs (\$).

RCO	Vote (Y/N)
Robotics Society	
SASE	
SHPE	
SWE	
Theta Tau	
SEA	
SAE	
STS	

Committee Review Only:

Vote (Y/N)	Total Count
"Yes"	
"No"	
Absent/abstain	
Academic Advisor Approved	
"Yes"	
"No"	

Committee Review Only:

Approved Budget

Total Cost (\$)
Total Approved Cost (\$):

