Frontier Fiesta Activities Funding Board

Allocation Request

1. Please fill out the attached form to apply for reimbursement through AFB for your organization’s variety show or carnival booth

2. Please make sure that your organization is setup with the vendor setup department (if you have applied for AFB in the last year and have not changed accounts, then your organization should be setup so you can look it up under the vendor setup department)

3. Please sign and submit the Notice of Award upon approval in our office or via email at afb@uh.edu

4. Make sure that your organization keeps all receipts and turns them into our office in an envelope with your organization name or feel free to scan them all into us via email!

5. If you are paired up with another organization, then both organizations will need to apply for funding and both organizations need to turn in receipts

Application Due:

Thursday February 26th, 2015
Activities Funding Board

Application for Frontier Fiesta Participants

Steps/Criteria for applying:
1) Your organization must be currently registered with the Center for Student Involvement.
2) You must be set up for Direct Deposit. If are not set up for Direct Deposit then ATTACH the following forms: Vendor Direct Deposit and W-9 Form (forms can be found on the AFB website).
3) All PROGRAM allocation requests must be made 4 weeks in advance or by date included in Frontier Fiesta Application.

Steps after applying:
1) If approved, before date of event, one of the three officers on the Center for Student Involvement Memorandum must stop by the AFB office to sign a Notice of Award.
2) If approved, receipts must be turned in within (after) 15 days of the event otherwise your organization will void the reimbursement. All receipts MUST be originals.
3) Reimbursements will be made by Direct Deposit.
4) For questions regarding requests please contact the AFB Office 832-842-6238 or email both Sarim Qureshi afb@uh.edu and Cynthia Orobio: afbco@central.uh.edu

1. Complete Name of Organization (No acronyms):________________________________________

2. Organization Mailing Address (According to Bank):____________________________________

Address continued:_________________________________________________________________

3. Primary Officer
   a. Name:_____________________________________
   b. Email Address:_____________________________
   c. Phone Number:_____________________________

4. Financial Officer
   a. Name:_____________________________________
   b. Email Address:_____________________________
   c. Phone Number:_____________________________
5. Vendor ID Number (UH Accounts Payable Number):
   *Your organization must be setup for direct deposit through the university in order to be reimbursed: You will need a Coversheet, W-9, and Direct Deposit Authorization. You can find those at uh.edu/afb under the resource tab

6. Is this activity co-sponsored with another organization or University department? Yes No

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising for Frontier Fiesta in Gazette</td>
<td>$</td>
</tr>
<tr>
<td>Rent of Tent: (CARNIVAL BOOTH)</td>
<td>$</td>
</tr>
<tr>
<td>Building Materials (Wood/Nails/Paint/Screws)</td>
<td>$</td>
</tr>
<tr>
<td>Rental of Tools (Equipment)</td>
<td>$</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$</td>
</tr>
<tr>
<td>Misc</td>
<td>$</td>
</tr>
<tr>
<td>Misc</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

a. If Yes, which organization or department:

**Budget Form**