

TO: Applicants for IRA Unallocated Funds (from existing IRA Programs)

FROM: Joan Tyson, General Manager
Associated Students

RE: Procedures for Proposed Expenditure of IRA Unallocated Funds

Requests for IRA unallocated funds shall be typewritten and thirteen copies submitted. Requests shall at a minimum include the following information. **PLEASE NOTE: It is important that you follow this format. Failure to do so will delay your request and could result in your request being denied.**

- I. Memo which includes the following:
 - General narrative providing background and reason for request;
 - Name of program, contact person, telephone number & e-mail address;
 - Complete description of project or item(s) to be purchased;
 - Justification for how expenditure fits IRA guidelines for funding (see attached);
 - Other sources of funding explored and outcome of inquiry. **The committee is very interested in a program's willingness and effort to generate income to help support the activity. Be sure to include on the IRA Budget Draft "Other Income" generated to support the activity. Failure to do so could result in your request being delayed and/or denied.**

- II. The following forms (copies are attached) must be completed and submitted with the general narrative. Please submit thirteen typed copies of your application.
 - IRA Budget Draft
 - Budget Justifications: Please provide a detailed description for each line-item. For example, per diem should include the trip/event, number of travelers, and the number of nights. Transportation should include trip/event, mode of travel, # of miles if by car and the total cost per mile, or airfare rate. Supplies should include cost of printing for each publication requested. **The committee wants complete numerical detail on how you arrived at the number within each line-item.**

The Associated Students Office can provide you with information regarding the Instructionally Related Activities Committee meeting schedule. If you need assistance completing this application, preparing your budget, or have any questions about the process, please do not hesitate to contact me at extension 3771.