



<b>Official Use</b>	SAA BOD Chair Signature _____
SAA BOD Approval Date _____	Approved _____ Rejected _____



## **SURPLUS PROPOSAL FORM**

Note: A surplus proposal is a special funding request for a one-time purchase or support for short-term staffing. Short-term staff is defined as a part-time or full-time position with a maximum one-year term. The proposal forms must be emailed in PDF format to [saabo@jjay.cuny.edu](mailto:saabo@jjay.cuny.edu). Any purchases or services listed in the proposal must have a price quote attached. Purchases that are over \$250.00 require a price quote from three (3) separate vendors. All speakers or performers scheduled to appear at an event must have a resume and/or bibliographical profile attached.

**Organization/Department Name:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Proposal Description:** (Describe purpose of funding and who will benefit from the product, service or event. Event details to include are event name, event date/time, event location and estimated number of students participating.)

**Funding Specifications**

Account Name/No.	Item Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Amount**      \$ \_\_\_\_\_