

Please refer to the Standing Rules tab to ensure you are in compliance!

Name of Organization **Spanish and Portuguese Graduate Student Association**

Category:	Refreshments/Food	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
Food for querencias conference. We are expecting at minimum to have	\$ 650.00	1	\$ 650.00	\$ -	\$ 650.00	

Category:	Honorarium	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
Honorarium for keynote speakers. We will have a total of 3 keynote speakers. Two speakers are UNM faculty and will not receive honorarium, but the other two will.	\$ 250.00	1	\$ 250.00	\$ -	\$ 250.00	

Category:	Advertising	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
Advertising for querencia's conference. The conference will be marketed outside of the University, and this is designed to offset the cost. Advertising will be used to pay for ads in school newspapers and social media boosts.	\$ 50.00	1	\$ 50.00	\$ -	\$ 50.00	

Category:	Other - Please Explain	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
Raffle giveaway at event. This is designed to increase attendance for our keynote aspect of the event (Done in the previous year). We gave away 5 \$20 amazon giftcards. We want to do the same this year.	\$ 20.00	5	\$ 100.00	\$ 100.00		

Category:	Refreshments/Food	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
Refreshments for post-graduation planning event. See attached for quote	\$ 350.00	1	\$ 350.00	\$ -	\$ 350.00	

Category:	Other - Please Explain	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
We will be using a variety of materials designed for post-graduation planning. Materials will include but are not limited to creating signage to signify which career path they want to have more information about. Funding will also be used for raffle giveaways for attendance to the event.	\$ 195.00	1	\$ 195.00	\$ -	\$ 195.00	

Category:	Click to show categories	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
			\$ -	\$ -		

Category:	Click to show categories	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
			\$ -	\$ -		

Category:	Click to show categories	Finance Committee Use Only				
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			\$ -	\$ -		

Category:	Click to show categories	Finance Committee Use Only				
DETAILED DESCRIPTION	Unit Price	# of Units	Total Price	Difference	Recommended	
			\$ -	\$ -		

TOTAL APPROPRIATION REQUEST AMOUNT: \$1,595.00

Finance Committee Use Only	
Recommended	\$ 1,495.00
Surcharge	\$ 8.00
<b>Total Recommended</b>	<b>\$ 1,503.00</b>