How to Choose the Allocations Request Type

There are five different types of requests that you can choose when turning in an Allocations form. Use this as a guide to help you decide which form to use. If you are still unsure, please contact your Allocations Liaison. The list of liaisons can be found by click here.

Program Expense Itemization (PEI)
- All on-campus and off-campus programs

Purchase, Rental and Service (PRS)
- Organizational operating expenses
- Equipment, banners, uniforms, costumes, non-transportation rentals, maintenance, instructors, etc
- Organizational dues and insurance*

Travel Request – Competition Expense Itemization (CEI)
- All club sports competitions
- Academic competitions (i.e., Model U.N., Mock Trial, etc)

Travel Request – Conference Request (CR)
- Any relevant conference you would like to attend

Travel Request – General Travel (GT)
- Weekly service organization travel
- Weekly practices
- Any travel that does not fit on another form

*As of January 2014, the Organizational Dues and Insurance form no longer exists. It is part of the PRS.