

NAGSA BOARD ACTION ITEM (BAI) REQUEST FORM

Meeting Date:	Requested by:
Action Type: <input type="checkbox"/> Meeting Minutes <input type="checkbox"/> Resolution <input type="checkbox"/> Student Financial <input type="checkbox"/> Financial <input type="checkbox"/> Travel Request <input type="checkbox"/> Travel Reimbursement <input type="checkbox"/> Other (Specify) _____	
Recommendation:	
Background Information: <u><i>(why should it be done, what will happen if not approved, etc. include resolution)</i></u>	
Fiscal Impact: <u><i>(what will it cost, funding source, budgeted amount, etc.)</i></u>	

Reminder: Email this coversheet along with documentation including resolution to NAGSA Director, and CC email NAGSA President, Secretary, and Treasurer, no later than 5:00pm the two Fridays prior to NAGSA Board Meeting. Anything submitted beyond deadline, that agenda item will be placed on the next meeting agenda. Any request lacking documentation will not be placed on agenda.

Please email this form to nagsa.az@gmail.com along with supporting documents

Revised: November 2018