<table>
<thead>
<tr>
<th>Description of Item(s) to be Purchased</th>
<th>Price</th>
<th>Price</th>
<th>Price</th>
<th>Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued funding for ASMSU Legal Services in Spring 2018 (Reserve)</td>
<td>$19,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Continued funding for ASMSU Legal Services in Spring 2018 (Supplemental)</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**Total** $29,000.00 $25,000.00 $25,000.00 $25,000.00

Signature of Director: ____________________________

Signature of Buyer: ____________________________

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**PAYMENT METHOD:**

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>On Campus</th>
<th>Off Campus</th>
<th>Type of Request</th>
<th>Finance Vote</th>
<th>Senate Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index #:</td>
<td>Mailing Address:</td>
<td>ASMSU Reserve and Supplemental Request Sheet 2017-Request#1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Dept. Accountant:</td>
<td>Contact Name:</td>
<td></td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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- This form MUST be submitted to the Senate Pro Tempore, who will present it to Finance Board. Upon Finance Board approval, it will be presented to Senate.
- Upon Senate approval, the form will be turned into the Operations Manager, who will process the request.
- If Finance Board doesn’t NOT approve this request, it is STILL presented to the ASMSU senate. It will then need a 2/3 majority to approve.
- If this is a sponsorship, an ASMSU program director must endorse and cosign.
- You must present this Request to both Finance Board and Senate. Attach any pertinent information to this form.
- If funds will be used to purchase from an outside vendor, add vendor info as well as purchase options from multiple vendors.
- Payment takes 4-6 weeks. Do not fill out grey areas.
- Please contact the ASMSU Operations Manager with any questions - 994-6863

PASSED
Proposal

**Background:** Concisely describe the background of the request.

ASMSU Legal Services is one of the fastest growing ASMSU programs. It provides a variety of extremely affordable legal services to students in legal areas including: criminal, landlord/tenant, family/divorce, wills/estates, employment, and immigration. The usage rate of this program in FY17 was 119 appointments between July 2016 and December 2016. The usage rate in FY18 is nearly double at 229 appointments between July 2017 and December 2017. The FY18 budget allocated $28,780 for legal appointments with an expectation of about 120 appointments between July 2017 and December 2017. As such, funds for legal services are expected to be depleted by the end of January.

**Request:** Outline and justify the item(s) to be purchased or the amount of funding needed.

ASMSU Legal Services was budgeted $28,780 for attorney compensation for FY18. This was based on a use rate of about 119 appointments per semester (as held in FY17). As of December 31, the Legal Services program has had 229 appointments and the remaining funds from the FY18 budget are expected to be depleted by the end of January. In order to maintain quantity and quality of legal assistance available to students, I am requesting a total of $25,000. $15,000 is requested from the ASMSU Reserve Fund and $10,000 is requested from the ASMSU Supplemental Fund. The additional $4,000 to reach $29,000 will be covered through attorney intake fees. (The request was amended to include this $4,000 as part of the reserve request and not an increase in fees - Scott Killian)

**Impact and Implementation:** Please detail the impact to the program(s) or student constituencies the request will benefit, lifetime of item(s) to be purchased, as well as who is responsible for overseeing the use of the funds, if approved.

The demand for ASMSU Legal Services is rapidly growing. In one year, the number of appointments has nearly doubled as students recognize the value and quality of the program available to them. The funds are expected to finance the Legal Services program through June 2018. The funds will be overseen by President Kylar Clifton and will continue to be billed in the same process as previously used by ASMSU Legal Services.