

## Student Affairs Budget Office Survey

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1. What type of form are you completing?
  - a. Student Activity Reimbursement Request
  - b. Campus Safety Payment Request Form
  - c. Travel: Agreement Form or Request to Travel (Circle one)
  - d. Agency Account Deposit Form
  - e. Purchasing Card (P-Card) Request Form
  - f. Fundraising Form: Request or Receipt (Circle one)
  - g. Other: \_\_\_\_\_
  
2. Please circle the number that represents your opinion.
  - a. The Instructions for completing the form/process are easily understood.

<b>Disagree</b>	Disagree	Agree	<b>Agree</b>
Completely	Somewhat	Somewhat	Completely
1	2	3	4
  
  - b. The Information on the form is clear and concise.

<b>Disagree</b>	Disagree	Agree	<b>Agree</b>
Completely	Somewhat	Somewhat	Completely
1	2	3	4
  
  - c. The response time for deposits/reimbursements/requests is efficient.

<b>Disagree</b>	Disagree	Agree	<b>Agree</b>
Completely	Somewhat	Somewhat	Completely
1	2	3	4
  
3. How often do you use the form you chose in question 1?
  - a. Daily
  - b. Once a week
  - c. Once a month
  - d. More than once a month
  
4. What aspect of the form makes it easy to understand?
  
5. What aspect of the form makes it difficult to interpret?

6. Please rate your level of overall satisfaction with the SA Budget Office (1=lowest, 5= highest)

1

2

3

4

5

7. Please list any additional questions, concerns, and/or recommendations regarding this form. Or any other forms or process from the SA Budget Office

If you prefer to submit this form anonymously, you may turn it in at the front desk in Student Affairs UC-250.