

Student Government Association Funding Process



Any student organization wishing to apply for funding via the RSO Fund pre-allocated by the Senate during the Annual Budget Process, must follow the below process in order to successfully apply for funding.

1. Stop by to see the Director of Student Activities and Engagement to pick up the **Funding Request Application**
2. Fully complete section 1-4 of the application with your Advisor's signature and return the **Funding Request Application** to the Director of Student Activities and Engagement for processing
3. Depending on your funding request, the process can take up to a week for approval.
 - a. \$1-\$300: Secretary of Student Activities
 - b. \$301-\$600: Committee on Finance and Student Organizations
 - c. \$601-up: Requires a Senate Vote
4. Once the Director receives the decision for the above sources, the Director will contact the Organization Contact Person and the Advisor with the decision.
5. **IF APPROVED**
 - a. The Director will prepare the funds for pickup
 - i. **IF WALMART/DILLON'S/SAE CREDIT CARD/MOJO'S CHARGE CARD:** Stop by the Office of Student Life to pick up a Credit Cards
 - ii. **IF PERSONAL FUNDS:** Stop by the Office of Student Life to pick up a Tax Exempt Form Card. Note: SGA does not reimburse taxes
 - iii. **IF CASH ADVANCE:** The Director will notify the Business Office and the Organization's Advisor will need to stop by the Business Office to pick it up.
 - iv. **IF INVOICE OR PURCHASE ORDER:** Please bring invoices and/or purchase orders to the Director for processing
 - b. You have 72 hours to return all cards and receipts to the Director for processing. Failure to meet the deadline may result in the charge being added to your student account.
6. **IF DENIED**
 - a. You may appeal the decision to the next level above (if denied by A you may appeal to B, etc.)

Student Government Association Funding Process

In order to receive funding from the Student Government Association, please complete this form and submit it to Student Activities and Engagement.



I. Request

President Name: _____ Advisor Name: _____

Name of the sponsoring organization: _____

Date of Event(s): _____ Time(s): _____ Location(s): _____

Funding Request Use: *(circle one)* Meeting Campus Wide Event Organization Event Fundraiser Travel

Total Funds Requesting: _____ Date Needing Funds: _____

II. Please give a detailed description of the anticipated use of funding:

III. Please select all that apply for funding options

- Cash Advance
 Walmart Credit Card: 1008 1012
 Dillons Credit Card: 1 2
 Personal Reimbursement
 Advisor Reimbursement
 SAE Credit Card
 Paying with Invoice
 Purchase Order
 Mojo's Charge Account
 Other: _____

IV. Verification

As President and Advisor of the named organization, we are the primary contact in case there are any questions. In the event that our organization receives funds from SGA, we understand that all receipts in the amounting to the total amount received must be submitted no later than 72 hours after the event. We understand that any funds we receive from SGA are to be used only for the items that we have listed in the budget that we have submitted within this request. Any additions or changes must be submitted to the Secretary of Student Activities and approved; otherwise we understand that the SGA may not be responsible for the reimbursement of these funds.

_____ Student Organization President

_____ Student Organization Advisor

V. Approval

\$0-\$300	Nicholas Preheim, Secretary of Student Activities	
\$301-\$600	Ryan LaCombe, Chair, Finance and Student Organizations	
\$601-up (Senate Required)	Gabriel Fonseca, M.Ed., Director of Student Activities and Engagement	
APPROVED	DENIED	FILED: _____