

By: Brenda Do

HOW TO GET FUNDING FROM SGA

Funding Requirements



- Register with Student Activities Office
- Provide a Constitution to Student Government Association and Student Activities Office

Eligibility for Funding

- Fulfill all stipulations
- Agreement to Participate Form
- Event Summary Form



Event Wear and Organizational Wear



- Attach quotes from the bookstore to the budget
- Event wear is funded once a semester
- Organizational wear can be obtained once every two years. SGA funds half the total cost.

Food at Meetings

- ⦿ Organizations may be allocated up to \$7 per person
- ⦿ SGA funds food meetings three times a semester.



Facilities

- ① Facilities Event Request Form
- ① When requesting it will immediately tell you if the room is available
- ① Make sure to hit submit to reserve the room

Sodexo

- To order any food from Sodexo you must obtain a quote from them
- Located in AMU
- Make two copies, one for yourself and the other to attach to the budget request form

Budget Request Form

- Attach all quotes necessary
- Advisor's signature is required
- Itemized list for prizes or decorations
- Contract and Rider

When are Budgets Due?

- Monday prior to an SGA meeting by 4:30 p.m. into FACILITIES office
- Budgets under \$500 may be approved before the meeting
- Budgets over \$500 are brought to the floor at the SGA meetings

After your budget is approved

- ⦿ A requisition form must be turned in
- ⦿ The business office will process it and give you a purchase order
- ⦿ Requisitions are only to be turned in once your budget has been approved

Requisition Forms

- ⦿ Give specific amounts
- ⦿ Write down the Account Number
 - SGA account 10-xxxx-2061-61
 - Club account 10-xxxx-2061-62
- ⦿ Must be signed by SGA

Accounts Payable

- ⦿ Accounts Payable Department will notify you once the invoice or requisition is completed.
- ⦿ You must deliver to the proper department
 - Ex. Sodexo, bookstore, etc.

Food Services

- ◎ It is your own responsibility to contact Sodexo with the purchase order
- ◎ Office Hours
 - 9a.m.-2p.m.

Bookstore

- ① A quote from the bookstore must be attached to the requisition form
- ① Accounts payable will notify you once it is ready
- ① Do not place orders at the bookstore until you receive approval from SGA.

Prizes

- ⦿ When you get an advance to purchase you must
 - Turn in Expense Report
 - Itemized Receipts
 - Return excess money
- ⦿ This must be done three days after receiving the advance

QUESTIONS????