

 **TENNESSEE STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION**

 FUNDING APPROPRIATIONS REQUEST

**FOR EXTERNAL USE ONLY**

All funding requests must be filled out and presented to the Budget and Finance Committee at least seven days prior to the date presented to Student Government Association. Voting on said requests can only be taken at Student Government Association meetings, where a quorum of two-thirds of association attendance is met. See the Office of Student Activities Suite 217, Floyd-Payne Campus Center for the meeting dates and times.

Proof of the items below must be approved by the Budget and Finance Committee and should be attached to the event proposal. These items are required before the request may be placed on the Student Government Association meeting agenda and presented for a vote. Each of the materials listed below must be attached to this packet. They should be attached and/or included in this packet.

• Documentation / summary of event taking place

• Itemized / anticipated budget for the event

• Three varying quotes, to ensure fiscal responsibility

• Proof of fundraising efforts and/or other monies raised

• Appropriations Request form

• Preferred method of payment

These items are required for fair assessment of need and so the association will have the opportunity to review the submitted material and take a vote following the body’s deliberation. Failure to comply will prevent the disbursing of funds. Upon verification, your organization treasurer is required to attend the Student Government Association meeting to present the request to the body.

Registered Student Organizations - also referred to as RSOs – has the ability to receive up to $2000 from SGA each fiscal year. The following law has been passed by the 73rd Administration:

*“With the new budget passed the rule now is that registered organizations on campus can only apply for financial support to up to $1,000 dollars each semester including*

*fall and spring term. No more than $2,000 for an academic school year can be provided. For a program to be given assistance for financial support, requisitions for*

*funds of programs must be given 30 days\*\* prior to the Student Government Association for it to be passed”.*

Please allow 7-14 business days for payment processing. Contact the branch/class treasurer or president to stay abreast of the allocation process.

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| **FOLLOW UP PROCEDURES** |

Once the funds have been disbursed and the event has taken place, the organization is required to complete the Appropriations Follow-Up Form. The “Appropriations Follow-Up” form must be completed and presented to SGA no later than 30 days after the event/activity takes place. Failure to comply with such will subject the organization to become ineligible to receive funds the following school year.

Student Government Association

*President / Treasurer*

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|  **FUNDING APPROPRIATIONS REQUEST FORM**(All fields must be completed) |
| RSO Name |  | Date of Request |  |
| Date of Event/Activity |  | Start Time |   | Venue |  | Follow-Up Date*(For Office Only)* |  |
| DESCRIPTION (Attach Invoices, Program, Pricing Quotes Itinerary, Other Pertinent Materials) |
|  |
| Itemized/Anticipated Budget |
| Item  | Cost | Quantity  | Line Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Grand Total |  |

|  |
| --- |
| Budget & Finance Committee Member Verification |
| BFC Member Signature | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  Representative Contact Information |
| Name of Representative |  | Position  |  |
| Email Address  |  | Telephone Number |  |

*Please see the following page for the proposal section of the appropriations process.*

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| PROPOSAL/EVENT INFORMATION |
| Name of Event |  |
| Target Audience |  |
| Purpose |  |
| Benefit of Students |  |
| Event Date |  |
| Event Details |  |

\*In the case that your RSO has further documentation, please attach it to this packet. Even if the RSO has that documentation it is mandatory that the above fields be completed in its entirety. If you have any questions or concerns about the following please contact Alan Bond, Student Government Association Treasurer.

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| FUNDING APPROPRIATIONS FOLLOW UP FORM |
| Name of Representative |  | Position  |  |
| Event/Activity Title  |  | Event/Activity Date |  |
| Where all allocated funds exhausted? | ☐Yes ☐No | Approx. Attendance |  |
| ADDITIONAL NOTES |
|  |
|  President Signature | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date |  |
| *For Office Use Only* |
| Follow-Up Date |  |
| SGA Treasurer Signature |  | Date |  |

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| FUNDING APPROPRIATIONS REQUEST APPROVAL |

|  |  |
| --- | --- |
| Final Amount Disbursed |  |
| Budget Used |  |
| Up Votes |  |
| Down Votes |  |
| Suggestions |  |
| **CERTIFICATIONS & SIGANTURES**All of the following below signatures are required before any funds can be disbursed. Signatures below certify that the following parties have read the attached documents and this funding appropriations request packet in its entirety and that the requesting branch/class will comply with all its requirements.  |
| RSO President |  |
| Date Signed |  / /  |

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| --- | --- |
| Advisor |  |
| Date Signed |  / /  |

|  |  |
| --- | --- |
| SGA Treasurer |  |
| Date Signed |  / /  |

|  |  |
| --- | --- |
| OSAL Director |  |
| Date Signed |  / /  |

|  |  |
| --- | --- |
| SGA President |  |
| Date Signed |  / /  |