SGA FUNDING PROCESS

Student Org & Co-Sponsorship

1. Log into OrgSync and complete the “Student Org Funding Application” (for recognized student orgs) or the “Co-Sponsorship Application.”
   a. Reference the “Deadlines and Committee Meeting Dates” chart on the SGA website. You must turn in your application at least three days before the next committee meeting date, and at least two weeks before your event date.

2. The Allocations Committee will review your request and vote on it at the next committee meeting.
   a. There is no cap on the amount of funding an organization or department may request; however, the student org and co-sponsorship funds must last the entire year and be shared by all recognized student organizations and departments.
      i. Requests for under $1,000 will be voted on by the Committee.
      ii. Requests for over $1,000 will need to be approved by the Committee and then by a vote of the full Senate. Organizations or departments requesting over $1,000 may be asked to send a representative to present their request during the next Senate meeting.
   b. You should expect to receive an e-mail response from the Director of Finance within four days following the committee meeting date, summarizing the Committee’s decision and justifying any partial or full denial of funds.
   c. If your request is denied, you will be provided feedback as to why it was denied. You may appeal the decision after addressing the issues the Committee had.

3. All SGA funds are granted on a reimbursement basis. Once your funding application has been approved and you have spent the allocated funds, please fill out the corresponding “Check Request” form on OrgSync.
   a. You must submit the check request within two weeks after the event or purchase date in order to be reimbursed.
   b. Remember to attach original itemized receipts, copies of invoices and/or confirmation printouts to your check request. If food or prizes/gift cards were purchased, you must also attach an attendance list of student ID numbers and names of the students who attended the event.
   c. Reference the “SGA Funding Reminders” document for more information about items that can and cannot be reimbursed.
   d. You will only be reimbursed for the items approved by the Committee, at the amounts approved by the Committee.
   e. You should expect to receive your reimbursement check from Financial Services within 4 weeks after your submit your request.