**SGA FUNDING PROCESS**

***Student Org & Co-Sponsorship***

1. Log on to OrgSync and complete the “Student Org Funding Application” (for recognized student orgs) or the “Co-Sponsorship Application.”
	1. You must turn in your application 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.
	1. There is no cap on the amount of funding an organization or department may request; however, the student organization and co-sponsorship funds must last the entire year and be shared by all recognized student organizations and departments.
		1. Requests for under $1,000 will be voted on by the Committee.
		2. 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.
	2. You should expect to receive an e-mail response from the Director of Finance within five days following the committee meeting date, summarizing the Committee’s decision and justifying any partial or full denial of funds.
	3. 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. SGA funds can be allocated in two ways:
	1. ***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.
		1. *You must submit the check request within four weeks after the event or purchase date in order to be reimbursed.*
		2. Remember to attach original 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.
		3. Reference the **“SGA Funding Reminders”** document for more information about items that can and cannot be reimbursed.
		4. You will only be reimbursed for the items approved by the Committee, at the amounts approved by the Committee.
		5. Your request should be approved by the Director of Finance, Corey Snyder, within 3 weeks of submitting it. At that point, it will be sent to Financial Services for them to finish processing.
	2. P-Card
		1. The P-Card is a SGA specific credit card that can be used to purchase items either online or over the phone.
		2. The benefit of using this service is that you will not have to go through the reimbursement process; those items will be directly billed to SGA.
		3. SGA will hold purchasing hours (hours tbd) each week to use the card.