

Budget Basics

Student Senate oversees all budgets for clubs and organizations. If a club or organization needs funding, they will need to contact Student Senate to secure the funds. For details of the finance regulations, please refer to the Finance Guidelines Handbook. An official budget process happens in the spring to create and approve budgets for all clubs the following year. If a club/organization does not participate in the budget process they become what is considered "non-budgeted" club. If a club does participate in the budget process and has an approved budget but finds they need additional funds for the year, the club is able to submit an "additional funds request" form.

Basic Funding Process

Please refer to, "How to secure funds for a third party vendor or to purchase supplies on your own" section of the handbook. This explains the process of requesting funds, purchase orders, checks, etc.

Time line of request include:

Contracts and W-9 (or w-8 if international acts) need to be submitted at least 3 weeks prior to the event date.

Check requests must be submitted at least 3 weeks prior to the event date.

Purchase Orders must be submitted at least 1 week prior to the event date.

Online Purchases must be submitted at least 3 days prior to the date you expect the item to be shipped.

** (this does NOT include shipping time).

Club Transaction Request Form must be submitted at least 1 week prior to the event date.

These dates are set for all clubs and organizations. The due dates are made based off of the "behind the scenes" work that goes into securing funds for student needs, as it is not as simple as writing a check out of a personal check book and many different departments are involved. As we recognize this is not ideal for 'last minute items', it does encourage clubs to preplan events and be in good communication with the Campus Life Office.

Also remember- if you purchase items on your own- you **MUST** talk with Campus Life **BEFORE** spending money. Failure to speak with Campus Life in advance may result in you not being reimbursed.

Co-Sponsorship

When financially co-sponsoring an event with another club, you will need to put the amount you are co-sponsoring in writing. Please be sure to include: how much you are sponsoring, the name of the event, and the club you are transferring money towards. You should fill out a "transaction request form" but an email will work as well.

Remember there are many of ways to co-sponsor events that extend beyond funds. Many groups have great ideas but need people to help carry out the ideas! If your club wants to do something amazing, remember there is a campus of resources available if you only ask!