



SGA

FUNDING REQUEST

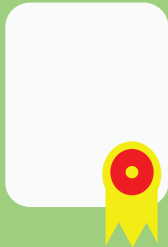


THE PROCESS

- 1 Organizations must submit an application on SGA's website.
- 2 A Senator will then contact the organization and begin writing a bill.
- 3 The bill will be presented at a weekly SGA business meeting held on Friday. A representative from the student organization must be present at the SGA business meeting to answer questions if amount requested is over \$100.
- 4 The Senate will then vote on the funding request bill.
- 5 If passed, all the paperwork from the checklists must be submitted within 10 business days after the event or travel. If paperwork is not submitted the organization must reapply.



NEED TO KNOW



- Funding is by reimbursement.
- Funding is on a first come first serve basis; the senate only has a set amount.
- Funding is only granted while Senate is in session.
- Funding request submitted are for events and travel held in the same semester. *You may not apply for funding request for an event or travel that happened during the prior semester or previous academic year.*



TRAVEL CHECKLIST

- Travel Authorization Form
- Employer Identification Number (IW-9)
- Direct Deposit (optional)
- Proof of Attendance
- Travel Expense Statement
- All applicable receipts



EVENT CHECKLIST

- Employer Identification Number (EIN)
- Event Sign- In Sheet
- Direct Deposit (optional)
- Advertisement
- Catering Invoice
- All applicable receipts

SUBMIT ALL CHECKLIST ITEMS TO: SGA BUSINESS OPERATIONS SPECIALIST MISTY GARTRELL
MGARTRELL@AUGUSTA.EDU (706) 737 1610



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