

How to Receive Funding from Student Government

Budget Request form can be found on:

(<https://trine.edu/campus-life/clubs-organizations/student-government/documents.aspx>) > Budget Request Form

Filling out the Budget Request Form:

To complete the *Item Purchase Description*, enter first the quantity of an item in the column labeled *Quantity*. Next, write what the item is in the *Item Description* column. Then, write the price of only one unit of the item in the *Unit Price* column. After, multiply the *Quantity* by the *Unit Price* to get your amount and write the amount in the *Amount* column. Repeat the steps for every item your organization wants funding for. Finally, add the *Amount* column and write the sum in the *Total Amount Requested* cell.

Purchasing Options:

Amazon	Gift cards	Physical Store or Online Purchase
Amazon purchases must be done on the SG Business Account (not on a personal account).	Gift card purchases must be made by the Student Government Treasurer.	SG purchase card can be checked out from the Student Government Office for your purchase. Reimbursements.

More information about how to purchase your items will be communicated after the approval of your budget request.

To indicate how your organization is purchasing the items highlight the option under the *Purchasing Options* and highlight all corresponding items in the item purchase description with the same color you highlighted in the *Purchasing Options*. For example, if you highlighted Amazon yellow, you would highlight all items in the *Item Purchase Description* yellow if the item is being bought on Amazon.

Email the completed *budget request* form to (studentgovernment@trine.edu). *Budget requests* must be emailed **14 calendar days prior to your event date**. Only the *budget request* must be submitted 14 days prior to your event date. *Budget requests* for travel must be submitted **30 calendar days prior to travel date**. Refer to Section 3 of the *Student Government Budget Guidelines* for the complete process for travel.

Budget Request Presentation:

Budget requests exceeding \$200 must be reviewed with a Finance Committee member during a scheduled meeting. You will receive a selection of available meeting times to discuss your *budget request* with a Finance Committee member. Meetings can be conducted either in person or virtually, depending on your organization's preference.

Budget requests that have been reviewed with a Finance Committee member will be presented for voting by the entire Senate during the Senate meetings, which are held every Monday at 6:30 PM in Best Hall 221. Your attendance is not mandatory at the Senate meeting, but your attendance may be helpful in aiding to the approval of your *budget request*. The status of your *budget request* will be communicated by the Student Government Treasurer within 24 hours after the time the budget request has been decided.

After Approval of Budget Request:

Receipt(s) and *expense report* must be submitted within **10 days after your purchase date** to the Student Government office.

Any questions regarding the process please contact the Student Government Treasurer.

Reminder this document is for the process, please refer to the *Student Government Budget Guidelines* for more information.