

SGA BUDGET DENIALS

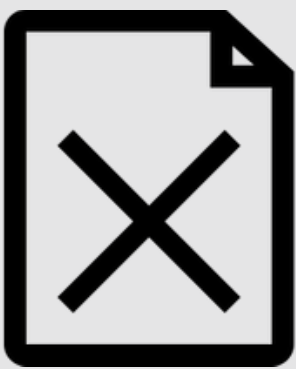
Top Reasons



1 DOCUMENTATION ISSUES

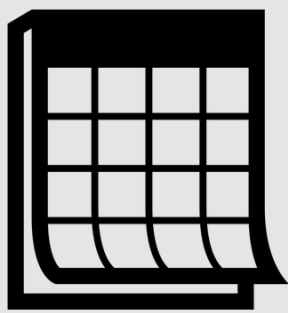
Documentation that groups provide must align with the standards set in the Documentation Guide of the Manual on Financial Affairs.

- Missing URLs
- Missing contact info
- Missing justifications
- Missing prices
- Missing space details
- Price discrepancies



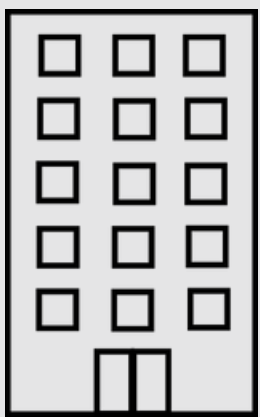
2 ITEMS NOT RELATED TO PROGRAM DESCRIPTION

A specific item whose purpose is not apparently relevant to the Program Description will not be funded



3 PROGRAM DATE

Funding requests of \$1,500.00 or less must have a date of payment/ program at least 30 days after the budget deadline. Funding requests over \$1,500.00 must have a date of program at least 60 days after the budget deadline



4 SPACE RESERVATIONS

Groups must provide proof of a reservation before asking for any funding for a program or event that requires a physical space. If the group has not yet reserved space, the group must provide sufficient reasoning for why space has not yet been reserved.



5 MISSING INVENTORY

All requests to purchase physical items must include an up-to-date inventory record that shows all items currently held by the student group that was purchased with the Student Activities Fee



6 ADMISSION CHARGES

Programs utilizing any amount of SGA funding may only charge admission to cover the per-person cost of expenses directly incurred by the event which are not funded by the SGA (food, insurance, giveaways). Programs with all other admission charges are not funded. Mandatory registration, fees, donations, and other forms of payment are not permitted.

Thoroughly review your budget application before submission