

Graduate and Professional Student Organization Funding Requests

Funding request applications for Fall 2017 can be found at www.sga.vcu.edu/funding-requests

The VCU SGA would love to support your student organization activities. Required forms can be found under [Finance Links](#). Graduate and professional student organizations may request up to \$3,000 for Fall 2017. A new funding request system will go into effect for Spring 2018 with funding requests due no later than 11:59 PM on October 1, 2017.

If your event is happening in Spring 2018, you will apply for funding for that event by the October 1, 2017 deadline.

For an organization to apply for funding, they must be registered by [VCU Student Commons & Activities](#) (via the [VCU RamsConnect](#) system).

For Fall 2017, funding applications should be filled out and submitted to the Appropriations Chair (sgafunding@vcu.edu) by 5 PM two Mondays before each Graduate and Professional Student Senate meeting. Those deadlines are:

- August 21, 2017
- September 11, 2017
- October 9, 2017
- November 6, 2017
- November 27, 2017

All requests will be approved or denied by the Appropriations Board after submission, but by the date of the Graduate and Professional Student Senate meeting. Your organization may be asked to give a brief presentation on the request to the Appropriations Board.

Funding requests must be submitted at least a month prior the event for VCU to pay in advance. Be aware that your organization may not receive funding if the request (1) does not have the potential of benefitting every graduate and professional student, (2) is late or incomplete, or (3) if the host organization is profiting off of VCU SGA funding.

Funding Methods

VCU Facilitates Payment

-All paperwork must be submitted **30 days in advance**.

-In order for VCU to pay in advance for the costs of the event, we will need:

- The vendor to be willing to be paid **after the event has taken place**. This is a problem for some vendors, so make sure yours is willing and able to do so before submitting your request.
- An itemized invoice or quote that also includes an **address, phone number, email, and tax ID number**.
- You can email a copy to us and once we receive it, we will fill out our form and have everything submitted.

Reimbursements

-All reimbursements are due **five business days** after the date of purchase or the date of the event.

-There are two main categories for reimbursements in the event that VCU cannot **facilitate payment**: personal and organizational reimbursement.

-Reimbursements are only applicable for **approved purchases**.

-The following items **are not** reimbursable expenses:

- Bottles of water
- Printing in any form (photocopies, flyers, posters, etc.)
- Office supplies
- Contracts (You **MUST** contact the MCV SGA for how contracts work)
- Gifts for members (thank you's, graduates, etc.)

-For **personal reimbursements**, we will need:

- The original itemized receipts (make copies for yourself)
- An image of the credit card used showing the last 4 digits.
- An image of the bank statement showing the processed charge and displaying the last 4 digits of the card used.
- The student's V number, phone number, and email address
- The flyer used to advertise for the event.
- A Personal Reimbursement form (the index is 880082 and the account is "Appropriations")
 - The address of the person to be reimbursed must match the address that is listed in VCU eServices.
- A list of attendees*
- A travel and food reimbursement form*
- * = These items are necessary only if food is purchased.

-For **organizational reimbursements**, we will need:

- Your organization must be registered on VCU MyOrgs (see above)
- The original itemized receipts (make copies for yourself)
- An image of the credit card used showing the last 4 digits.
- An image of the bank statement showing the processed charge and displaying the last 4 digits of the card used.
- Your organization's tax ID number.
- The flyer used to advertise for the event.

- An invoice from your organization billing VCU. Itemize the purchases as much as possible (contact the [SGA Treasurer](#) for further instructions)
- A list of attendees*
- A travel and food reimbursement form*
- * = These items are necessary only if food is purchased.

-In the event that a check was used instead of a card for these purchases, we will need either:

- A copy of the cleared check front and back, **OR**
- A copy of the front of the check and the bank statement showing that it has been cleared.

Final Information

-A VCU Finance employee must sign contract requests. As such, contract requests need to be submitted at least **45 days** in advance. Negotiating a contract takes 2-3 days after submission. Contract requests can be submitted to the SGA Treasurer.

-Student-Activity-Fee Funded Travel

- The President and/or Treasurer of a student organization that wishes to travel must come to the USC&A Student Organization Development office to meet with the Coordinator for Student Organization Development at least 30 days prior to travel.
- The 30-day requirement stands even if you are paying your way and will be reimbursed.
- The Coordinator will assist the student in filling out the appropriate forms and ensure the student(s) have met the criteria as set by their respective funding body bylaws.
- All food or travel reimbursements require the Travel and Food Reimbursement Expense Voucher.

-Printing and Copies

- [Wythken Printing](#) and [Uptown Color](#) contract with VCU and will be happy to assist you with your approved printing needs. Please do not attempt to seek reimbursement for printing services. Wythken even delivers!

-Questions, comments, and concerns can be directed to the SGA Assistant Treasurer.

Finance Links

Sample Funding Request

**Please disregard references to the MCV Campus SGA and assume they read VCU SGA.*

SAMPLE FUNDING REQUEST

MCV Campus Student Government Association Funding Request

I. Name of Organization: **MCV Campus SGA**
Name of Event / Program: **First Year Student Mixer**
President or Contact Person: **John Smith**
Address: **1100 E. Broad Street, Richmond, VA 23298**
E-mail: **email@vcu.edu** Phone number: **(804) 555-5555**
Fax: **N/A**
Date request submitted: **09/01/2013**

II. Description of Event (Include how event benefits MCV Campus, how money will be allotted, how event will be advertised, location, time, and date):

This event is intended to promote inter-professional relationships among first year professional students on the MCV Campus. We intend to use these funds to bring first year dental, medical, pharmacy, nursing, and graduate students together in a social environment. We will be advertising to all the schools using Facebook and flyers posted in the Larrick Student Center as well as Hunton. We are expecting upwards of 300 students to attend the event. Students will be trading in their undergrad t-shirts for new VCU Medical Center shirts. The event will be on Friday, August 23rd from 11:30am to 01:30pm.

III. Amount requested: **\$1000**
Name of Payee or Vendor: **Jane Smith**
Address: **410 N. 12th Street**
E-mail: **email2@vcu.edu** Phone number: **(804) 555-5556**
Fax:

Please e-mail your request to the SGA President: wongpi@vcu.edu

We will contact you if additional information is needed. If your proposal is approved by the SGA executive committee, you are welcome to attend the SGA general meeting to speak on your event before voting occurs.



MCV Campus Student Government Association
www.mcvcampussga.com
mcvsga@gmail.com

Cost break down for First Year Mixer

Food, drinks, cups, plates, utensils (~300 people).....	\$750
T- Shirts	\$200
AV for 3 hours.....	\$50
Venue	\$0
Security.....	\$0
TOTAL	\$1000