



SGA Budget Request Form Fiscal Year 2018-2019

Organization Name: _____

Advisor

Name: _____

Phone: _____

UNO Email: _____

Organization President:

Name: _____

Phone: _____

UNO Email: _____

Organization Treasurer:

Name: _____

Phone: _____

UNO Email: _____

Total Amount Requested: _____

FOR STUDENT GOVERNMENT ASSOCIATION USE ONLY:

Denied: _____ Approved: _____ Amount Approved: _____

Reason for decision: _____

Gillianne Edwards
SGA Vice President

Date

GUIDELINES FOR BUDGET REQUEST:

1. Must be turned in by Friday, March 2, 2018 at 4:30 pm in electronic format or in person.
 - Forms are to be emailed to the Student Government Vice President at sgavp@uno.edu AND the Coordinator of Student Governance at jnballa1@uno.edu
 - Physical request may be dropped off at the Student Government Association office UC 236A. All physical requests must be time stamped and signed when turned in at the office.
2. **One request** per organization per fiscal year. The proposal must include all planned events in which SGA funding is necessary. For any additional events, requests must be made in bill format to the SGA Senate.
3. Organizations must be registered with the Office of Student Involvement & Leadership at the time of submission of the Budget Request as well as at the time of the proposed event or purchase.
4. Funds will not be approved for dues, travel, prizes, giveaways, plaques, or t-shirts.
5. Must include a 1-2 page typed double-spaced summary per event or purchase that funds are being requested.
6. Must include a detailed budget in an Excel Spreadsheet format for each event or purchase. Any revenue expected to be generated by the event through ticket sales or donations must be included in the budget. See the sample budget attached.
7. If you are requesting goods from Amazon, or other online vendor, please share your shopping cart via email with the Coordinator of Student Governance at jnballa1@uno.edu as well.
8. If requesting funds for annually reoccurring event or purchase, include all documentation from the previous year's event or purchase including invoices, receipts, and income received.
9. All organizations must disclose all other financial report received from any other sources that are funding the event for which funds are being requested.
10. This form must be attached to the budget request; all previous year budget proposal formats will be rejected.
11. Submission of a completed budget proposal does not guarantee acceptance by the Budget Committee. All decisions of the committee will be disclosed as soon as the SGA Budget is finalized by April 30, 2018.
12. A written report is required to be given to the SGA Vice President within 30 days immediately following the event that is funded by SGA. Failure to report will make an organization ineligible to receive any SGA funding for the following year.
13. All approved and funded organizations are required to hold their events before May 4, 2019, with any reimbursement paperwork to be turned in no later than May 14, 2019.
14. For all funds approved, organizations must contact the SGA Vice President at sgavp@uno.edu as well as Coordinator of Student Governance at jnballa1@uno.edu in timely advance of their approved event(s) or purchased of items. It is recommended that this time be 30 days prior to give ample time to process the information, or funds may not be accessed.