|  |  |  |  |
| --- | --- | --- | --- |
| Type of Request | Allocation | Expenditure | Reconciliation |
| Used to be called | Budget Request | Payment Request | N/A, New step in the process |
| Prerequisites | N/A | An approved allocation request | An approved expenditure request |
| Purpose | Outline an RSOs intended spending for the academic year. An RSO must have its allocation request submitted and approved before it can submit expenditure requests | Purchasing items for an RSO.  E.g. purchasing decorations on Amazon, reimbursement for buying food from Safeway, ordering custom T-shirts | Ensuring the correct amount is deducted from the RSOs budget. It is the person who has the receipts responsibility to submit the reconciliation request. If the purchase was a reimbursement, it is the RSOs responsibility to submit the reconciliation request. If the purchase was made by SGA/OSE for the RSO, SGA will submit the request |
| Documents needed with submission | No extra documents needed. All relevant information should be included on form in ENGAGE: Goucher | For hiring outside contracts: W-9, Contract, and Invoice needed | For reimbursements: receipt of purchase needed |
| Frequency | Once per academic year | Whenever an RSO wants to purchase an item | After an expenditure request |
| Dollar Limits | Up to $2,600 | There must be money remaining in an RSOs budget | Based off of each expenditure request |
| Approval Process | Must be approved by SGA Senate | If the amount requested is over $250, the request must be approved by the SGA Ways and Means Committee and Senate  If the amount is under $250, the request must be approved by the SGA Treasurer | Approved by SGA Treasurer/ OSE Pro-Staff |
| Frequency of approval meetings | SGA Senate meets weekly on Wednesday evenings | SGA Ways and Means Committee and Senate both meet weekly.  Treasurer can approve on rolling basis | SGA Treasurer/ OSE Pro-Staff can approve on rolling basis |
| Deadlines | It is up to the RSO when they want to submit an allocation request | SGA requires 2 weeks notice for expenditure requests. Expenditure requests must be submitted 2 weeks before items are needed | For reimbursements, RSO must submit reconciliation request within 2 weeks after making the purchase |

**EXAMPLE RSO Financial Timeline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| **1** | **2**  Allocation Request Submitted | **3**  Ways and Means Meeting | **4**  SGA Senate Meeting – Allocation request approved | **5** | **6**  Expenditure Request Submitted | **7** |
| **8** | **9** | **10**  Ways and Means Meeting –  Expenditure Request Approved | **11**  SGA Senate Meeting – Expenditure Request Approved | **12** | **13** | **14** |
| **15** | **16** | **17**  Ways and Means Meeting | **18**  SGA Senate Meeting | **19** | **20**  RSO Event Date | **21** |
| **22** | **23** | **24**  Ways and Means Meeting | **25**  SGA Senate Meeting | **26**  Reconciliation Form Submitted | **27** | **28** |

The dates for Ways and Means meetings and SGA Senate meetings above are examples and are not binding.

1. Allocation request submitted by RSO
2. Allocation request approved by SGA Senate
3. Expenditure Request Submitted
4. Expenditure Request approved by Ways and Means Committee
5. Expenditure Re quest approved by SGA Senate
6. Purchasing of items for RSO
7. RSO Event
8. Reconciliation form submitted

Acronyms

* SGA – Student Government Association
* RSO – Registered Student Organization
* OSE – Office of Student Engagement