

Goucher SGA RSO Financial Process Guide
Fall 2025

Type of Request	Allocation	Allocation Appeal	Expenditure	Reconciliation
Prerequisites	N/A	An approved allocation request	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	Increasing the RSOs allocation budget over the maximum. To ensure that clubs who need more than the maximum allocation can still function	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	Evidence of interest meeting, and should be uploaded in ENGAGE: Goucher form	No additional documents needed	Itemized Excel sheet(optional). For hiring outside contracts: W-9, Contract, and Invoice needed	For reimbursements: receipt of purchase needed
Frequency	Once per academic year	Once per academic year	Whenever an RSO wants to purchase an item	After an expenditure request
Dollar Limits	Tier 1: \$500 Tier 2: \$1,000 Tier 3: \$1,500	Up to \$1,000	There must be money remaining in an RSOs budget	Based off of each expenditure request
Approval Process	Must be approved by SGA Senate	Must be approved by Ways & Means Committee and 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	SGA Ways and Means Committee and Senate both meet weekly	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	It is up to the RSO when they want to submit an allocation appeal 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

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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 Request 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

Questions? Contact sgatreasurer@goucher.edu