

# Appropriations

## Cheat Sheet

### What is Appropriations?

When SGA drafts their budget each semester, the Treasurer designates a portion to be distributed to student organizations. The SGA Appropriations Committee and Comptroller are responsible for approving or denying requests based on university rules and regulations. When you apply for Appropriations, you are applying to be *reimbursed* for your organization's expenses.

### Who can receive funds?

All registered student organizations are eligible to receive funds from SGA. If you don't know if your organization is registered with the University, contact [activities@southalabama.edu](mailto:activities@southalabama.edu)

### What can I receive funding for? How much?

Basic Appropriations	Basic Appropriations includes club t-shirts, merchandise, or costs associated with club operations.	Each organization is eligible for \$3000 per year, starting with summer and ending with spring.
Travel Grants	Travel Grants can cover conference fees, airfares, gas, Uber, and meals.	Each organization is eligible for \$2500 per year, starting with summer and ending with spring.
Co-Sponsorships	SGA will co-sponsor your event as long as it is open to the entire student body.	You can receive up to 65% of the event's cost.

# Basic Appropriations Rules

Here are a few of the rules and regulations all students must adhere to when requesting Basic Appropriations:

- An organization can request funds for uniforms, which are defined as torso or leg garments.
- SGA cannot pay for equipment, such as media equipment, audio equipment, digital cameras, computers, printers, videos, books, hardware, tools, recreational equipment, individual sports safety equipment, or intramural equipment.
  - The only exception to this rule is if the equipment is not reasonably available on campus and that is vital for the organization to function.
- SGA cannot pay for an organization's fees, such as, but not limited to, website fees, chapter fees, and intramural fees.
- SGA cannot pay for food or drink requests.
- All purchases must be accompanied by receipts.

## Travel Grants

Here are a few of the rules and regulations all students must adhere to when requesting Travel Grants:

- SGA cannot provide funding to an organization's expenses unless the organization can demonstrate with documentation the educational/academic benefit of the event and the necessity of their attendance.
- SGA can reimburse for gas mileage for one vehicle for every 4 students and the estimated mileage must be calculated using the main campus as the starting point.
- All purchases must be accompanied by receipts.

## Co-Sponsorships

Here are a few of the rules and regulations all students must adhere to when requesting Co-Sponsorships:

- Organizations are allowed to request financial support for food and drink.
- The organization must entail additional support through funding, advertising, physical presence at the event, and/or by any other means deemed appropriate.
- The organization must provide the Appropriations Committee with the following:
  - Information about the project's full scope
  - Information about additional sponsors, their support, or additional funding methods

- A full copy of all receipts for services, materials, or items used in the project, not just receipts that may be reimbursed by SGA
- An after-event report of the co-sponsorship's goals, accomplishments, and results to be presented to the Appropriations Committee.
- Co-Sponsorships whose purpose may be deemed philanthropic may charge a maximum of \$10.00 per student.

## Rules and Regulations

All Rules and Regulations regarding Appropriations can be found in *The Lowdown*. Digital copies of *The Lowdown* can be found on the University's website by typing "*The Lowdown*" in the search bar. These rules can be found on pages 251-256, 260-264.

## How Appropriations Works

Appropriations is a 4 step process. Please review the following timeline:

### Timeline

(You) Submit a Budget Request	(SGA) Approves Your Budget Request	(You) Submit a Purchase Request	(SGA) Provides Reimbursement
A budget request is a basic outline of what your organization anticipates to spend. SGA recommends submitting a budget request before you spend any money.	The Appropriations Committee will review your budget request to ensure all rules and regulations are being followed. The Committee will approve/deny your request within a couple weeks.	After your budget request is approved, you can spend your money. Make sure to provide all your receipts and the SGA Reimbursement form when you submit your purchase request.	The SGA Treasurer will review your purchase request and work to provide your reimbursement. The Treasurer will approve/deny your purchase request within a couple weeks.

# Budget Request

How to submit a budget request:

Login to InvolveSouth > click the "three horizontal lines" icon in the top left of the home screen > click on the settings icon next to your organization's logo (not SGA) > click "finance" > click "create request" in the top right of the screen > select "create budget request" > select Appropriations, Travel Grant, or Co-Sponsorship > From here, you will be asked to provide some information about your request, then you should be able to submit the request.

# Purchase Request

How to submit a purchase request:

Login to InvolveSouth > click the "three horizontal lines" icon in the top left of the home screen > click on the settings icon next to your organization's logo (not SGA) > click "finance" > click "create request" in the top right of the screen > select "create purchase request" > select Appropriations, Travel Grants, or Co-Sponsorships > From here, you will be asked to provide some information about your request, all relevant receipts, and the SGA Reimbursement Form.

# SGA Reimbursement Form

The SGA Reimbursement Form can be found on the University's website, under the Appropriations tab of the SGA page. Here are a few things to note when filling out the SGA Reimbursement Form:

- Provide the J Number of the student or organization that will be reimbursed.
  - If the organization spent money and wants to be reimbursed, you must provide the J Number for the organization. If you don't know what your organization's J Number, please email SGA Assistant Director Heather Sprinkle at [hsprinkle@southalabama.edu](mailto:hsprinkle@southalabama.edu)
- When selecting an account, please reach out to your Faculty Advisor. Your advisor should know whether to use a FOAPAL account or a different off-campus account.
- Make sure your receipts and SGA Reimbursement Form are attached to the same document. InvolveSouth will only let you attach one document.

## Contact Us

SGA Treasurer: [sga.treasurer@southalabama.edu](mailto:sga.treasurer@southalabama.edu)

SGA Comptroller: [sga.comptroller@southalabama.edu](mailto:sga.comptroller@southalabama.edu)

