



GPSA FUNDING - APPROPRIATION PROCESS

Appropriations– available for a wide variety of expenses including: travel, capital expenditures, one-time event funding, and unforeseen expenditures. The process of approving funding requests typically takes about 3 weeks.

Annual Budget– The annual GPSA budget process takes place in the Spring Semester. It is available for chartered student organizations and the GPSA government to make funding requests for operating budgets for the subsequent fiscal year. Any chartered student organization with graduate membership that does not apply for and receive pro-rated benefit (PB) funds from GPSA is eligible to apply for an annual budget. Please refer to the annual GPSA Budget Packet available in the spring for more information.

APPROPRIATION APPLICATION PROCESS

- Student Organizations should be current on their charters through the Student Activities Center and have an account on file in the Student Government Accounting Office.
- Review the GPSA Finance Standing Rules (available on the GPSA website and in the GPSA and SGAO offices) for more information regarding funding guidelines and limitations.
- Obtain a GPSA Appropriation Form from the GPSA website.
- Fill out a GPSA Appropriation Form accurately and completely under the guidelines of the GPSA Finance Standing Rules.
- Submit the completed GPSA Appropriation Form electronically to gpsafin@unm.edu or a hard copy to the GPSA Office, SUB Rm. 1021 no later than 5:00 PM on the first Friday of each month.
Please note: a full meeting schedule can be found at <http://gpsa.unm.edu/committees/executive-committees/Finance.html>
- The chair of the Finance Committee will respond via email to confirm receipt of your appropriation request and to provide the date and location of the scheduled meeting to hear your request.

APPROPRIATION HEARING PROCESS

- A graduate or professional student must be present at the FC meeting to represent and support the appropriation request.
- Please be on time to the hearing. Submissions will be reviewed in the order in which they are received.
- It is important for groups requesting funding to have appropriate documentation of anticipated costs. This may include, but is not limited to: an itemized budget/spreadsheet, price quotes from a company (airlines, venues, hotels, etc), conference information, and any other information regarding how the funding will be spent.
- Each applying party will have a five minute time period to address the FC regarding their appropriation request, followed by a period of questions from the FC members and time for committee deliberation.

APPROPRIATION REVIEW PROCESS

- The FC will forward a funding recommendation on to the GPSA Council and the Council may approve, amend, or deny the appropriation request. It is not required that the organization attends the GPSA Council Meeting. However, anyone is able to address the Council at the beginning of the meeting

during Media and Gallery if they wish to provide comments regarding an appropriation or any other issue.

- Funding approved by the GPSA Council is only available after it becomes an official law of GPSA. The GPSA President may approve, veto, or not take action on an appropriation. If the President does not act on an appropriation within 5 days of the Council meeting, it will become law. Funding will generally be available by the Friday after the Council meeting.

GPSA APPROPRIATION CALENDAR, SPRING 2015

Deadline for Submission	Finance Committee Meeting	Council Meeting
January 16	January 23	January 31
February 6	February 20	February 28
March 6	March 20	March 28
April 10	April 24	May 2

SCHEDULING

It is important to plan ahead when requesting funding from GPSA. Please keep in mind that not all funding requests are approved. While you do have the option to request reimbursement, if you pay before requesting there is no guarantee you will be improved for reimbursement.

ACCESS TO FUNDING

- Contact the SGAO Office in the Student Activities Center, Student Union Building 1018, or at 505-277-7888 (sgao@unm.edu) to access your funding and for questions regarding spending.
- All funding from GPSA must be spent within the fiscal year for which it was allocated. GPSA funding from appropriations and budgets not spent by June 30 will revert back to the GPSA General Fund.

QUESTIONS

- If you have any further questions regarding GPSA Council funding please contact:

Hilary Wainwright
 Finance Committee Chair
gpsafin@unm.edu

or

Jessica Marshall
 GPSA Council Chair
gpsacouncil@unm.edu

- If you have questions about chartering or student organization finance accounts please contact:

Chartering & Student Org Info:
 Student Activities Center
 Student Union Building, Suite 1018
 sac.unm.edu
 505-277-4706

Student Organization Finances:
 Student Government Accounting Office
 Student Union Building, Suite 1018
sgao@unm.edu
 505-277-7888