



Spring 2017 GPSA Appropriations Process Guidelines

Appropriations are available for a wide variety of expenses including: travel, small-scale capital expenditures, one time event funding, and unforeseen expenditures. Appropriations are heard by the GPSA Finance Committee (FC). The process of approving funding requests typically takes about 5 weeks.

Appropriation Submission 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 (SGAO).
- Organizations can obtain a GPSA Appropriation Form from the [GPSA Appropriations page](#).
- Organizations should fill out the Appropriation Form accurately and completely under the guidelines of the FC Standing Rules. A copy of the current Standing Rules is available on the [Finance Committee webpage](#). Importantly, the Standing Rules impose funding limits for line items in the request, as well as other limits on funding, in Section V. (The FC may, at their discretion, fund requests at an amount higher than the limit.) Organizations are encouraged to read Section V to familiarize themselves with these requirements and limitations. Organizations should fill out any and all applicable line items for their request, with succinct and informative descriptions of the expenses those line items will cover.
- Organizations should submit the completed Appropriation Form electronically by emailing it to the [FC Chair](#) by the appropriate deadline given on the [FC webpage](#).
- The FC Chair 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 GPSA member 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 deliberations.

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 is approved by the GPSA President. 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, the appropriation will be considered approved.

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 approved for reimbursement.

Access to Your Appropriation

- If your appropriation request has been approved, you may contact the SGAO 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 not spent by the end of the current fiscal year will revert back to the GPSA General Fund.

Questions

If you have any further questions regarding appropriations requests, please contact the [GPSA FC Chair](#) or the [GPSA Council Chair](#).

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

| Chartering and Student Org Info | Student Org Finances |
|--|--|
| Student Activities Center | Student Government Accounting Office |
| Student Union Building, Suite 1018 | Student Union Building, Suite 1018 |
| sac.unm.edu | sgao.unm.edu |