

Spending Guidelines

Capaha Arrow

Student organizations should have the Capaha Arrow bill the organization. Once the bill is received, organizations should submit it to the Student Government Office. Student Government will pay the Arrow up to the amount Allocated for that expense.

Printing and Duplicating

Organizations must use Campus Printing and Duplicating. If the order cannot be handled by the Copy Centers on campus, the work may be done at Printing and Duplicating located in Parker Building. If an organization goes through an outside printer without trying campus facilities first, Student Government will not pay for the copies.

There are several methods of payment:

1. Approved funding for printing and/or duplicating may be charged directly to SG by obtaining a voucher from the Accountant.
2. The organization may pay for the job at the time the order is picked up and then request reimbursement via the Reimbursement Request Form.
3. Registered organizations may request a copy card through Student Government. This copy card will allow the organization to be billed by the University each month for copies and printed jobs. Organizations must pay the bills by the due date to remain in good standing.

For more information on funding guidelines please call or visit the Student Government Office located in the Center for Student Involvement Room 204 in the University Center.

Student Government
University Center
One University Plaza, MS 1800
Cape Girardeau, MO 63701
Phone: 573-651-2896
Email: sg@semo.edu
Website:
<http://www2.semo.edu/studentgov/>



Student
Government
Funding For
Registered
Student
Organizations

What is Funding Board?

Registered Student Organizations are eligible to apply for funding from Student Government through the Funding Board. Organizations must submit a budget proposal to SG the week prior to the board meeting. At the board meeting organizations will be asked to explain their budget proposal. The Board will then have the opportunity to question the organization on specific items in the budget proposal.

The Board will then deliberate on whether or not to recommend funding of the program to SG. The Board may also amend the items of the organization budget. The philosophy of SG is to fund programs, events, activities, social projects, and educational activities which are held on campus and open to all students.

The Board consists of the Senate Finance Committee, five students at large, and two alternate members who vote only when a member is absent. The Board is chaired by the SG Treasurer who only votes in the event of a tie.

To Be Eligible for SG Funding Organizations Must...

- Be properly registered with Student Government
- Not have any outstanding debts with the University
- Have a membership composed of at least 75% students
- Must not discriminate on basis of color, sex, religion, creed, national origin, sexual orientation, or academic major.
- Must send an executive officer to one funding informational meeting each year or meet with the SG Treasurer

Steps for Funding

1. The organization seeking funding must register with SG.

2. A representative from the organization must attend a funding informational meeting or schedule a meeting with the SG Treasurer.
3. The organization will need to turn in a funding proposal to the Administrative Assistant in the SG Office by the published deadline. At this time, the organization must also schedule a time to meet with the Funding Board.
4. Present program, budget request, and line items to Funding Board during scheduled time.
5. Immediately following the Funding Board meeting, the organization will be notified whether or not their proposal was approved.
6. Funding request will then go before the Student Government Senate for final approval. A representative from the organization must be present at the meeting.
7. Organizations will be notified within two weeks of final allocation. Upon receipt of this notification organizations must schedule a meeting with the SG Accountant.
8. Attend scheduled meeting with the Accountant to disperse spending of allocated funds.
9. After the programming event, a representative must meet with the Accountant to close out the program budget. At this time it will be determined whether or not all allocated funds were used. Any unused funds will be made available for other organizations.

SG Funding Philosophy

To Fund: Programs, Events, Activities, Social Projects, and Educational Activities.

Which are: Held on campus and open to all students.

Things to Remember

- Expenses will only be funded if approved in the allocated budget.

- Awarded funding is available to the organization as long as the group is in good standing with the University.
- Organizations must acknowledge SG funding on all ads.
- SG will not reimburse sales tax. Tax exempt letters are available from the SG Administrative Assistant.
- Organizations must pay all bills upon receipt.
- Check organizational mailboxes twice a week.
- Any violation of Southeast Missouri State University or Student Government policies may result in cancellation of funds.
- Any items greater than \$3,000 must be put out to bid as required by University Policy.
- For any printing or duplicating, organizations must use campus printing facilities. If organizations go through outside business and the job could have been done on campus, SG will not pay for it.

SG WILL NOT FUND.....

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| * Activities not open to all Students | * Office Supplies |
| * Yearbook pictures/Newsletters | * Activities off campus |
| * Endorsement of Political Candidates | * Banquets/Refreshments |
| * Trophies, plaques, and gifts except those given to faculty, staff, and clerical personnel supporting organization (not to exceed \$15) | * Field Trips / Car rental |
| * Student payroll salaries | * Fundraisers |
| * Any event not free to students | * Federal / State / Local taxes |
| * League Fees | * Scholarships / Cash gifts / prizes |
| * Tobacco/Alcohol/Controlled Substances | * Organization dues/ Membership fees |
| * Tobacco or drug paraphernalia | * Medication |
| * Any Consumable Items | * Psychoactive Drugs |
| | * Pornography |