

SGA Budget Allocation Instruction and Information Packet

Updated January 2012

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Introduction

Welcome to the SGA Budget Allocation Process! This is a biannual process designed to allocate SGA funds to the student clubs and organizations of Loyola University New Orleans for the semester ahead. The eligible clubs for this process are ones that were chartered by SGA or Co-Curricular Programs at least a semester before the current one.

This information packet is meant to help you through the process and will hopefully answer any general questions you have about the process. It will cover the essential information needed to successfully participate in the SGA Budget Allocation Process, including important dates and deadlines, how to correctly fill out the SGA Budget Allocation Request Form, how to submit said form, and how to claim your organization's allocated funding. Example documents and visual aids are provided for reference when completing your organization's allocation packet.

If you find that you need help, there are a couple options you have as far as resources. Feel free to contact the SGA Director of Finance (located in the Hub in the basement of the Danna Center), the SGA Vice President (located in the SGA office in the basement of the Danna Center), or a current member of the SGA Budget Allocation Committee (as defined in the SGA Constitution). All of these people will be more than happy to help you or direct you to someone who can.

Besides that, good luck, and have a great semester!

Deadlines and Important Dates

The deadlines presented below are absolute. Late documents, absences, and other mandatory actions and occurrences not in conformity with these deadlines will not be accepted and can disqualify the liable organization from receiving SGA funding during this allocation period.

Date	Time	Event and Location
Jan 17, 2012	6:30 pm	President's Council Meeting Miller 114
Jan 18, 2012	By Appt.	Begin Pre-Allocations Meetings Contact Director of Finance in the Hub
Jan 26, 2012	By Appt.	End Pre-Allocation Meetings Contact Director of Finance in the Hub
Jan 27, 2012	6:00 pm	Budget Allocation Request Forms DUE to the SGA Office (Basement of the Danna Center)
Jan 28, 2012	TBD by email	SGA Budget Allocation Committee Meeting Location TBD by email
Jan 30, 2012	By Appt.	Begin Pre-Post Allocations Meetings Contact Director of Finance in the Hub
Feb 9, 2012	By Appt.	End Pre-Post Allocations Meetings Contact Director of Finance in the Hub
Feb 10, 2012	6:00 pm	Post Allocations Budget Allocation Request Forms DUE to the SGA Office (Basement of the Danna Center)

The President's Council Meeting is the main informative event regarding the allocation process. It is **required** that **at least one representative** from every organization applying for funding attend this meeting. It is strongly recommended that the attendee(s) be the person(s) responsible for the finances and management of the organization.

Pre-Allocation Meetings will be occurring throughout the dates scheduled above. They act as opportunities for organizations to meet with the SGA individuals involved with the allocation process. If you have any questions, concerns, or just need an educated opinion regarding an issue, it is recommended that you schedule a Pre-Allocation Meeting. Please feel free to schedule a meeting time with the Director of Finance.

Budget Allocation Request Forms are due promptly at the time posted above. **All late packets will not be considered for funding in the allocation process**, only in the Post Allocation process if funding allows.

The Structure of the SGA Budget Allocation Process

The SGA Budget Allocation Process is a 3-Bracket system whereby each organization classifies itself into a bracket based on the amount that the organization requests. This allocation period's brackets are as determined below:

	Bracket 1	Bracket 2	Bracket 3
Range	≤ 1.5%	1.5001% - 3.5%	> 3.5%
Cap	10%	30%	60%

These percentages represent the percentage of the total funding being allocated, not including Post Allocations. SGA has designated \$85,000.00 for this semester's Allocation process.

“**Range**” denotes how each organization is classified based on the relative size of its total requested amount. Therefore, organizations that have a total requested amount of less than or equal to 1.5% of the total funding being allocated through this semester's SGA Budget Allocation Process will be classified in **Bracket 1**; organizations that have a total requested amount between 1.5001% - 3.5% of the total funding being allocated through this semester's SGA Budget Allocation Process will be classified in **Bracket 2**; organizations that have a total requested amount of greater than 3.5% of the total funding being allocated through this semester's SGA Budget Allocation Process will be classified in **Bracket 3**.

Each bracket has a **Cap**, or a total amount that can be allocated amongst all the organizations that are classified in the respective bracket. This cap is also in the form of a percentage of the total funding being allocated through this semester's SGA Budget Allocation Process. The higher the bracket, the higher the cap, but also the more each organization is requesting.

Each bracket will be reviewed for budget cuts **independent of the other brackets**. This means that cost cutting measures (Round Cuts) mandated in one bracket will not be effective in any other brackets unless also mandated in these other brackets. For example, if there is a restriction put on funding for conference fees for Bracket 3, this restriction will not affect Brackets 2 or 1 unless the SGA Budget Allocation Committee sees this same restriction as a viable means of cost-cutting in these brackets as well.

The Reviewing of the Brackets and the Flow of Funding

A preliminary step in the reviewing of these brackets by the SGA Budget Allocation Committee is the quick review of Bracket 1. In this preliminary review, if the SGA Budget Allocation Committee finds that Bracket 1 is able to be funded after all technical and policy restrictions without the application of further cost-cutting measures, Bracket 1 is funded, and any remaining funding from Bracket 1 is moved up to Bracket 2. In other words, if the initial amount being requested by Bracket 1 is less than the capped percentage of the funding to be allocated in the bracket, Bracket 1 is funded and the remaining funds contribute to Bracket 2's cap. If Bracket 1 can be funded in this way, this same preliminary measure is applied to Bracket 2.

If it is not the case that Bracket 1 can be entirely funded after the application of technical and policy restrictions without any cost-cutting measures, Bracket 3 will be the first to be reviewed. This means that Bracket 3 will always be the first bracket to undergo cost-cutting measures. These measures will bring Bracket 3's total requested amount down to the appropriate capped percentage of the total funded amount, allowing the bracket to be funded. As a result of these measures, it is possible that the bracket's final requested amount will be cut to less than the capped percentage of the total funding to be allocated leaving some percentage of the total funding unavailable to Bracket 3 and not included in the other brackets' capped percentages.

Because of this scenario, this additional funding will be moved down to the next bracket, Bracket 2. In doing this, the cap of Bracket 2 is now the original capped percentage of total funding **plus** this additional funding remaining from the cost-cutting measures present in Bracket 3. In the same fashion as with Bracket 3, Bracket 2 is reviewed and cost-cutting measures are applied to the bracket as needed. This will bring Bracket 2's total requested amount to a level that either matches or is less than Bracket 2's cap plus the additional funding from Bracket 3, allowing the requests of Bracket 2 to be funded.

As with before, it may be the case that after the cost-cutting measures of Bracket 2, there is remaining funding. This remaining funding will move down to the final bracket, Bracket 1 and be added to its capped funding amount. Bracket 1 will be reviewed, and cost-cutting measures will be applied. If there is additional Funding after the review of Bracket 1, it will be included in Post Allocations.

Organization members may attend the SGA Budget Allocation Committee Meetings to represent their organization if they so choose. These representatives will be allowed to speak on behalf of their organization and clarify information present on their SGA Budget Allocation Request Forms.

Hostility towards members of SGA or other organizations will not be tolerated.

SGA Budget Allocation Request Form and Criteria

To be considered for funding in this process, your organization must to fill out and submit an SGA Budget Allocation Request Form by the posted deadline. It can be found at <http://www.loyno.edu/sga/>, at the SGA Director of Finance’s desk in the Hub, or by emailing and inquiry to the Director of Finance. The form provides the SGA Budget Allocation Committee and the Director of Finance information about both the applying organization and the expected expenses associated with each event being planned by the organization.

Before filling out this form, it is recommended that the organization meet to discuss what events and programming the organization would like to do during the semester ahead. It is also recommended that the organization reviews the “SGA Allocation Restrictions and Violations” before requesting funding for an event through allocations. The SGA Allocation Restrictions and Violations will be used by the SGA Budget Allocation Committee to review all events for which funding is being requested from all organizations. A copy of the SGA Allocation Restrictions and Violations has been included in this instruction packet.

Information entered on the SGA Budget Allocation Request Form must be typed in black or blue ink only. Handwritten packets will not be accepted. To maintain compatibility, the forms and documents necessary for this process are available in either .xlsx or .pdf formats. The default packet font is Arial and Times New Roman based on the section. These fonts may be substituted with similar, legible fonts in the event of technological incompatibility.

It is advised that one have access to this form before continuing to read this section

a. Page 1 of the Form:

Here you will list the current allocation period, the name of the organization that you represent, and the organization contact information. In the following section, the “Prioritized Event Expense Totals,” you will list the expense totals of your organization’s planned events in order of event priority. It is recommended that this be the very last section to be filled out on the form so that the totals match the expenses provided throughout the packet. **The numbers in this section are not generated automatically.** However, in the .xlsx format, the titles of the events will appear automatically as the remainder of the form is filled out accordingly.

The “Terms of Verification and Disclosure” section of this page lists basic conditions and stipulations regarding the SGA Budget Allocation Process. It is necessary and important to have the organization’s President, Treasurer, and Advisor sign appropriately below these conditions and stipulations before submitting the SGA Budget Allocation Request Form. **Forms without appropriate signatures will not be reviewed by the SGA Budget Allocation Committee.** Please consult the SGA Director of Finance with any questions or concerns regarding this or any other section of the SGA Budget Allocation Request Form.

b. Pages 2-11 of the Form (Event Information):

Each of the pages following pg.1 is designated to different events (in order of priority). In the .xlsx format, Pg. 2 is designated to Event Priority 1, pg. 3 to Event Priority 2, and so on. In the .pdf format, a separate file must be used to represent each event (i.e. for each event, open and fill-out another copy of pg.2 and any additional necessary pages).

In the first section, "Event Information," simply fill out the data fields as instructed by their directives. If using .xlsx format, you will notice that the first data field, "Name of Organization," has been filled out for you if you have completed the top of pg. 1.

To select the appropriate "Classification of Event" options, please mark the appropriate option(s) with an "X" or "✓" in the respective box. If an event is Co-Programmed with another organization, please reference this in the "Event Description/Justification" section. Please talk to the Director of Finance or the Chair of the SGA Budget Allocation Committee with any questions regarding this or any other section of the form. (Refer to next section if Co-Programming)

Included in this section is the Event Description/Justification. This space is designated for any information regarding to the event not provided in the section above. The default text provided in these Event Description/Justification textboxes should be similar to:

"Please type an **Event Description/Justification** in this box. An Event Description/Justification is **mandatory** for an event to receive funding. If this box is not enough space, additional space is provided in "Additional Event Description/Justification" section which can be accessed as a separate sheet (the tabs at the bottom of the screen).

Please remove this default text upon providing an Event Description/Justification. If using the additional space provided, please do not use this space for anything other than to reference the use of the additional space."

The next section, "Normal Expense Itemization," allows for the listing and detailing of normal expenses associated with your organization's events (items, speaker/performer, professional services, and expenses not requiring special calculation). Simply fill in the table within the section appropriately and the total normal expenses will be calculated. However, these will not be added to pg. 1 automatically, so do not forget to include them.

If you do not have enough room to list all of your normal expenses, there is an additional space section included in the SGA Budget Allocation Request Form. It can be accessed as a sheet titled "Additional Normal Expense" located at the bottom of your Excel window, or as a separate file in .pdf format. **If you intend on using this additional space, please state so as if it was an expense and use only the additional space section. Please do not divide up expenses between 2 or more separate sections unless absolutely necessary.** (See example at end of packet)

There is also a section provided for Travel Expenses due to the specific method required for funding. If your organization plans on traveling by car, please use the additional space section designated for travel expenses. The conditions are the same as the Additional Normal Expense Section as provided above.

c. Co-Programming an Event

Organizations may Co-Program an event with other organizations in an effort to increase their overall funding potential for an event. Both organizations may request funding for the same co-programmed event, but there are some stipulations that must be recognized before doing so.

These stipulations include:

- Each organization must select “Being Co-Programmed in “Event Description” under “Event Info.”
- Each organization must recognize the co-programming of the event with the other organization(s) in the “Event Description/Justification” section of the respective event.
- Requests **should not** be duplicated across the co-programming organizations (e.g. it should be that Org. 1 requests expense a,b,c; Org. 2 requests expense d,e,f; etc.)

SGA does not need to be informed of any external sources of funding, such as various departments around Loyola or various people contributing funds. Co-Programming refers solely to events planned with other applying organizations requesting for the same event.

Co-Programming events is a viable option for organizations because it allows more funding to go towards one event without forcing the organizations to apply in a higher bracket. This means that a more expensive event is more likely to be funded when it is co-programmed due to the fewer numbers of requested expenses.

d. Backing Documentation

This is a list of the documentation required to allocate the respective expense types:

	Price Quote	Letter of Intent	W-9	Other
Tangibles, Items, Supplies, Equipment	✓			
Human Providing Service	✓	✓	✓	**Proof of Insurance depending on Service Type
Business/Entity Providing Services	✓		*	**Proof of Insurance depending on Service Type
Event Registration	✓			Proof of Event's Planned Existence (Internet Printout, Brochure)
Hotel (always funded as travel)	✓			
Travel (except by car)	✓			
Travel (by car only)	If applicable (for rental car)			Distance to be Traveled (Google Maps printout or equivalent)

* A W9 may be required to later pay business/entity if the business is not set up as a vendor with Loyola or requires updated address/contact info

** Catering/Food prep (non-Sodexo), Charter Bus/Vehicular Transportation of individuals, inflatable structures, etc.

‡ "Travel" refers to travel for organization members or affiliates. Speaker/Performer travel is fully funded and should be requested as a Normal Expense

The above table is not comprehensive, and other expense types will be equally considered for funding during the SGA Allocation Process. Expense types not listed above will require proper documentation in order to be funded.

A general rule of thumb for determining the value of expense documentation is this:

Show that what you are submitting is not made up. If you have a price for which funding is being requested, support it. If you have an outside person or entity that is going to be hired, prove that they/it exists. If your organization is planning to attend an event that will exist regardless of your organization's planning or attendance (i.e. Conference, Lecture, ceremony, etc.), prove that it exists.

Price comparison is not necessary for an expense to be funded. Please provide only one price quote for expenses. Please be reasonable and considerate when providing expense prices.

If you have questions regarding requesting funding (esp. for individuals/businesses providing services), please contact the Director of Finance.

e. Packet Completion and Submission

Please attach the appropriate documentation directly behind the corresponding event. This will allow the SGA Budget Allocation Committee to effectively and efficiently review your organization's requests without missing any provided documentation.

The compilation of a completed packet should be in the following order:

- Page 1 of the SGA Budget Allocation Request Form, filled out entirely and signed appropriately
- Page 2 (Event Priority 1) of SGA Budget Allocation Request Form with all applicable fields filled out, followed by the appropriate expense-backing documentation
(If an Additional Space Section is used for an event, include it immediately after the Event Information Section of the event with which it is associated)
- Page 3 (Event Priority 2) of SGA Budget Allocation Request Form with all applicable fields filled out, followed by the appropriate expense-backing documentation
(If an Additional Space Section is used for an event, include it immediately after the Event Information Section of the event with which it is associated)
- Continue this pattern with all documentation listed **behind** its respective event(s) where each event is in order of priority.

If 2 or more events require the same documentation, provide a copy of this documentation per each event. Documentation not provided behind its respective event is not likely to be recognized.

When your organization's packet is completely filled out, organized, and assembled, it is ready for submission. **To submit your packet, please have the completed packet in the SGA Office, located in the basement of the Danna Center, by the deadline.** Late packets will be reviewed in Post Allocations only.

It is also important that an electronic copy of your allocation packet is emailed to SGA for recording and for presentation purposes for the SGA Budget Allocation Committee. An email will be sent to your organization representatives from SGABudgetAllocations@gmail.com about 3 days before the deadline for packet submission so that you can directly reply with your attached SGA Budget Allocation Request Form. For .pdf format, please attach a .zip folder with the enclosed files.

Please title the email "[Your Organization] [Semester] [Year] Allocation Packet" or something similar and accurate (e.g. Loyola Example Providers Club Fall 2010 Allocation Packet). The electronic copy does not need to include signatures or backing documentation.

Your organization will be notified via email when results are released. You may also view the results at the SGA Office where they will be posted on the door. If you have any questions regarding these results, please consult the Director of Finance. He will have record of your original allocation packet for the remainder of the semester.

SGA Budget Allocation Funding Restrictions, Cuts, and Violations

Technical Cuts and Violations:

1. Club/Organization representative was not present at a mandatory informative meeting/event
2. SGA Budget Allocation Request Form was filled out incorrectly or unacceptably
3. Sufficient documentation was not provided
4. Improper or incorrect itemization of requested expenditure(s)
5. Mathematical error present on submitted SGA Budget Allocation Request Form
6. Expense is not scheduled to be made during this allocation period
7. Expenses were funded/not funded external to these listed violations by a 2/3 vote of the members of the SGA Budget Allocation Committee

Policy Cuts and Restrictions:

1. SGA does not fund expenses which violate university policy or local, state, or federal law.
 2. SGA does not fund alcoholic beverage expenses being included in or separate of other expenses.
 3. SGA does not fund events held at establishments where the primary source of business is oriented around the sale of alcohol.
 4. SGA does not fund expenses for club/organization advisors including travel.
 5. SGA does not fund tax or shipping/handling charges.
 6. SGA does not fund member-only independent events not in conjunction with other independent events related to the principles and/or ideals of the club/organization.
 7. SGA does not fund non-essential or supplementary service contracts.*
 8. SGA does not fund non-essential clothing or clothing of a personal nature.*
 9. SGA does not fund non-essential food.*
 10. SGA does not fund non-itemized expenses including but not limited to blanket allocations or miscellaneous expenditures.
 11. SGA does not fund individual and/or chapter insurance or dues.
 12. SGA does not fund office supplies.
 13. SGA does not fund items to be resold by the requesting organization.
- * In the cases where it appears, "essential" is defined as "necessary to the maintenance of the event as an event."

Conditional Cuts and Restrictions:

1. Lack of SGA funds available to fund expense(s). Expense(s) not funded due to cost cutting. The amount of funds requested by clubs/organizations during this SGA Budget Allocation process exceeded the amount to be allocated to clubs/organizations. Equal scrutiny was applied to every event of every club/organization within this bracket.
2. Projects/activities of individuals to be funded by the Richard Frank Grant are not funded through the SGA Budget Allocation process.
3. SGA funds 50% or up to \$1000.00 of organization travel expenses, whichever is less, per event. Gas is funded \$0.50 per mile and is not external to the \$1000.00 funding limit. This does not apply to the travel expenses of Speakers/Performers.
4. SGA funds up to \$1000.00 of materials per club/organization per allocation period intended for the uses of but not limited to improving, enhancing, or benefitting an off-campus location.

Post Allocations

Post Allocations acts as a second chance for organizations to apply for expenses that were not cut due to C1 Round Cuts. There is no bracket system when applying for Post Allocations, so all applying organizations will be held to the same cost-cutting measures if C1 Round Cuts are applied.

SGA has designated \$10,000.00 for this semester's Post Allocation process.

When applying for Post Allocations, organizations will only apply for the expenses which were not initially funded during the initial allocation process. Because of this, no additional expenses may be listed in Post Allocations that were not listed in the initial allocation process. To ensure that this is the case, events for which funding is requested during Post Allocations must be listed in the same priority listing as they were listed in the initial allocation process.

To apply for Post Allocations, submit a SGA Budget Allocation Request Form that lists the events and respective amounts being requested in Post Allocations. The other fields on the form must also be filled, including the signatures.

For each respective event, fill out the remainder of the form in the same fashion as with the initial allocation process except only including the expenses not funded in the initial allocation process. Include the necessary documentation for these expenses as was the requirement in the initial allocation process.

Due to the imperative reference to documentation and expenses present in the initial allocation process, organizations must request a copy of their initially-submitted SGA Budget Allocation Request Form packet from the Director of Finance. This will allow the organization to review the packet and recognize what was and was not funded.

When submitting their Post Allocation SGA Budget Allocation Request Form, organizations must include a copy of the first page of their initial SGA Budget Allocation Request Form and the pages corresponding to the events being requested again in Post Allocations. The documentation from this copy may be used as support for expenses requested in Post Allocations.

Please see the attached examples in the back of this packet, or ask the Director of Finance if you have questions or need help correctly compiling you Post Allocation SGA Budget Allocation Request Form and documentation.

Funding Capacities and Disciplinary Policy

Funding allocated via this process has the following restrictive capacities:

- Allocated funding for a particular expense must directly contribute to the cost of that and only that particular expense.
- Allocated funding will only be dispersed to pay for real costs that the information in the SGA Budget Allocation Request Form has wholly, truthfully, and genuinely described.
- Allocated funding can only be dispersed to/for the event that has been outlined in accordance with the information provided in the submitted SGA Budget Allocation Request Form.
- Allocated funding will not be dispersed to pay for expenses for which fund dispersal is found to violate Federal, State, or University law/policy.
- The allocation of funding by the SGA Budget Allocation Committee for the cost of an expense requested via a submitted SGA Budget Allocation Request Form is not sufficient affirmation of the legitimacy, integrity, or rectitude of an allocated expense.

The above list is not comprehensive but is meant to describe the capacities of funding allocated via the SGA Budget Allocation process. By rule-of-thumb, when generating an expense covered by allocated funding in the name of a student organization, let your conscience be your guide. If you have to convince yourself or some other person why what you are spending money on is right, perhaps you should reconsider.

Where it is the case that subjective views or discretion is referred to or implied by the above list, the reviewing entity is meant to refer to the SGA Director of Finance, members of the SGA Judicial Branch, members of the Department of Co-Curricular Programs, or members of the Office of Student Affairs in respective order of ascending authority.

Exemptions to these capacities or similar confinements must be requested on paper, by email, or via other printable medium and submitted to the SGA Director of Finance for approval.

Non-approved deviations from the capacities of funds allocated via the SGA Budget Allocation process will subject both the organization and its representative in question to disciplinary processing in line with the Loyola University Student Handbook, the capacities of the Department of Student Affairs, and the capacities of the Judicial Branch of SGA.

For more information on these disciplinary processes, please contact the Department of Co-Curricular Programs. Your inquiries will be forwarded to the proper entity from there.

Claiming Allocated Funds

The allocation results will be posted on the door of the SGA Office as soon as they are available. These results will also be emailed to each organization President, Treasurer, and Advisor. Funding will be made available for claiming by the President, Treasurer, or Advisor of an organization once the allocation results are approved by Senate. This happens at the Senate meeting after the results are published.

To claim SGA funding, one must fill out and submit the SGA Fund Dispersal Request Form. The SGA Fund Dispersal Request Form serves the following purposes:

- Acts as a work order for the Director of Finance,
- Identifies incoming paperwork with the appropriate reserves of SGA Funds to be dispersed,
- Provides the necessary information required by SGA and the Department(s) of Co-Curricular Programs, Financial Affairs, Purchasing, and/or Human Resources for fund dispersal.

The instructions to this form can be found on the form itself on pg. 2-3. The SGA Fund Dispersal Request Form can be found on SGA's website at <http://www.loyno.edu/sga> or in the Hub at the desk of the Director of Finance.

a. Documentation for Claiming Allocated Funds

For **reimbursement**, supportive documentation must explicitly prove:

- The amount of the transaction being reimbursed;
- The date of the aforementioned transaction;
- The person who paid the aforementioned transaction.

For prepayment/purchase orders for a **professional service by a non-individual** (i.e. a company; an entity; e.g. Loyola University), supporting documentation must:

- Act as contractual proof of the cost of the future services/goods for which SGA Funds are being requested (i.e. act as an invoice, contract, etc.);
- If applicable, must act as proof of insurance from possible damages (i.e. any food preparation, transportation, or inflatable structures);
- Include a signed, completed W-9 form of the payee.¹

For all payments made for **services being provided by individuals** (i.e. real independent people acting on their own behalf) who are not attending or employed by Loyola University New Orleans, supporting documentation must:

- Be in the form of a contract between Loyola University New Orleans and the payee;²
- Include a signed, completed W-9 form of the payee.¹

Requests for payment to these individuals should be submitted to the Director of Finance more than 10 business-days in advance from when payment should be ready. If payee attends or is employed by Loyola and is providing services, only a filled out SGA Fund Dispersal Request Form and a W-9 form of the payee are necessary for fund dispersal.

Transfers to On-Campus Accounts require:

- The amount to be transferred;
- The on-campus account number;
- Explicit proof that the funds transferred to the recipient account will not be used for reasons other than those approved [or to be approved] by SGA.

The following conditions also require a signed, completed W-9 form² as supportive documentation:

- Reimbursements over \$200.00;
- Reimbursements for expenses older than 60 days;
- Payments for future services (i.e. prepayments)
- All reimbursement programs being part of SGA programming (i.e. Graduate Test Reimbursement).

The estimated processing time for claiming allocated depends on the type of payment being made. These types and respective processing times are listed below in business days:

- Check: 7 – 10
- Prepayment/Purchase Order: 5 – 10
- On-Campus Account Transfer: 1 – 3
- Loyola Payroll System: 20 – 40

¹ This and other paperwork can be found at SGA's website at <http://www.loyno.edu/sga>

² It is recommended that this contract be the "Contract for Professional Services" which can be found at SGA's website.

SGA Representative Contact Information and Supplementary Visual Aids/Examples

SGA Budget Allocation Committee Chair and SGA Vice President, Haley Humiston

Email: hehumist@loyno.edu

Cell: (203) 451-0895

Director of Finance, Brian Gibbons

Email: bpgibbon@loyno.edu

Cell: (505) 795-1269

Chief Justice of the Court of Review, Cody Dardeau

Email: cgdardea@loyno.edu

Electronic Copy Submission

Email: SGABudgetAllocations@gmail.com

More contact information may be requested upon inquiry.