



SGA FINANCIAL REQUEST PROCESS

COST TIMELINE

COST	# OF WEEKS PRIOR TO THE EVENT
\$00.01 - \$1,000.00	2 WEEKS
\$1,000.01 - \$5,000.00	3 WEEKS
\$5,000.01 - \$20,000.00	5 WEEKS
\$20,000.01 - OVER	8 WEEKS

ALLOCATIONS MEETING:
EVERY TUESDAYS 12:30PM - 2:00PM
(UNLESS TOLD OTHERWISE)

FINANCIAL REQUESTS FALL 2022
DUE FRIDAY 12PM

Contact Info

**Here are all the ways you can
contact me:**

- **SANTOSY8@STUDENT.WPUNJ.EDU**

TIPS

1. FOLLOW THE COST TIMELINE
2. MAKE SURE ALL CLUB MEMBERS HAVE A CLEAR UNDERSTANDING OF THE EVENT IN CASE YOU NEED SOMEONE TO FILL IN FOR YOU.
3. YOU NEED TO HAVE A COPY OF THE FLYER OF THE EVENT WITH THE FOLLOWING ON IT "FUNDED BY STUDENT GOVERNMENT ASSOCIATION"
4. ASK YOURSELF: "HOW DOES THIS EVENT FIT MY CLUB MISSION" THEN BRING YOUR ANSWER TO THE ALLOCATIONS MEETING
5. MAKE SURE EVERYTHING IS ORGANIZED AND NOT MISSING FROM YOUR REQUEST BEFORE SUBMISSION
6. REACH OUT IF NEED HELP!



THE FUNDING PROCESS

<p>STAGE 1</p>	<p>1. Gather event details (i.e. costs, location, pre-contracts, Ticket prices, bus quote etc.) and present them to your perspective organization and pass the amount required for your event. No Financial request will be processed without all required event information</p> <p>Once your organization has approved the event, enter the event details into a funding request on pioneer life. Following the Cost timeline. As you submit your funding request also submit an event form.</p>
<p>STAGE 2</p>	<p>Meet with your club or organization's advisor to discuss the event's specifics. Upon the approval of your advisor, they may move your request from Stage 1 to Stage 2 on Pioneer Life</p>
<p>STAGE 3</p>	<p>Once your Advisor moves the request to stage 2, you then meet with an Advisor at the Office of Campus Activities to go over the specifics of the event, and any finishing touches. The Campus Activities advisor moves your funding request from Stage 2 to Stage 3. This approval allows for you to attend the Allocations Committee Meeting Note - In order for your event to be heard at the following allocations meeting, your event must be approved and on stage 3 by FRIDAY 12PM.</p>
<p>STAGE 4</p>	<p>Once your event is on Stage 3, your event will then be heard at the following Allocations Committee Meeting. Once your event is heard, and approved the Vice President of Allocations Will move the Funding Request to stage 4.</p>
<p>AFTER STAGES</p>	<p>Once funding request is on stage 4, the SGA Financial Manager will then issue a P.O. (Purchase Order). As your purchase order is assigned, if checks were requested they will be made for pick up once all paperwork is finalized. If the use of the SGA Credit card is required, with the P.O. number assigned to your request, you can sign the SGA Credit out from the Office of Campus Activities.</p>