

Dear Professional School Government Presidents,

Within this packet you will find information pertaining to the process of submitting your End of the Year Reports to Creighton Students Union. Please utilize this information. This packet is to serve as your resource of the funding policies and procedures of Creighton Students Union.

Enclosed you will find:

- *CSU's Policies and Procedures for Professional Schools*
- *Professional School End of the Year Report Form*

Again, please familiarize yourself with all contents of this packet prior to submitting your End of the Year Report. Also, it is important to remember that all contact between Creighton Students Union and Professional School Governments takes place through email. Thus it is essential to check your email regularly when your organization is in the process of submitting your report.

Following your review of the policies and procedures, the *Professional School End of the Year Form* and *all of the required components*, must be submitted to the Student Activities Office by the **last Monday of April**. This report will then be submitted to Creighton University's Internal Audit Department as a component of Creighton Students Union's annual audit report.

All of the enclosed information, the complete funding policies, as well as further information about Creighton Students Union, is available on our website, www.creighton.edu/csu or by emailing csu@creighton.edu.

Best wishes as you begin this process. If you have any questions or concerns, feel free to contact me by calling 280-1712 or emailing liljaykt@creighton.edu.

Sincerely,

Kathleen A. Ward
Vice President for Finance
Creighton Students Union

Enclosures