



# Funding Request Packet

## Forms and Instructions for 2002-03

**Includes:**

**Instructions for requesting funds from Student Government (2 pages)**

**Funding request information (3 pages)**

**Budget worksheet (1 page)**

**Monetary disbursement statement (1 page)**

# University of Kentucky Student Government



***Welcome to the Student Government Association's funding process. This packet contains information and forms needed to file a funding request bill with Student Government.***

1. **Registered student organizations may only request a total of five hundred dollars during this fiscal year.** This new policy allows Student Government to expedite the approval process by requiring that your organization attend only one committee meeting.
2. **All funding request bills must be legible, filled out correctly, and preferably typed.** You cannot substitute a different format in place of this application. It is available on the Student Government web site at <http://www.uksga.com>.
3. **All funding request bills must include an itemized budget of all expenses.** Note the items you are requesting Student Government funding for and those items you will purchase.
4. **The monetary disbursement statement must be signed, declaring that the applicant understands and is subject to all Student Government rules and procedures.**
5. **The Senate Appropriations and Revenue Committee must approve all requests.** A representative must appear in person at the committee meeting to speak on behalf of the funding request. Consult the Student Government office (120 Student Center) for more information about the Senate schedule.
6. **Your student fees support Student Government.** Due to purchasing restrictions of the University of Kentucky and Student Government restrictions, there are certain items that Student Government **cannot** provide funding for. These items include:
  - ? Food and beverages
  - ? Non-university printing services
  - ? Subscriptions
  - ? Taxes
  - ? Management or consulting fees
  - ? Organizational membership dues
  - ? Personal gifts, donations, or contributions
  - ? Financial aid or scholarships
  - ? Expenses incurred prior to Student Government approval

# University of Kentucky Student Government



7. Student Government only funds events that are open to **all** University of Kentucky and Lexington Community College students.
8. **The Student Government name and logo must be prominently displayed on all materials associated with the project or event.** The following disclaimer may be substituted for the name and logo, "Funded by your Student Government." For events that are partially funded by Student Government, the disclaimer may read, "Funded in part by your Student Government." The Student Government logo is available on the Student Government web site at
9. Student Government is not responsible for expenses that exceed the approved allocation.
10. Student Government is not responsible for receipts submitted to the Student Government administrative assistant after the sixty- (60) day period following the last day of the event or project.

## Payment Process

After your funding request has been approved, meet with the administrative assistant in the Student Government office (120 Student Center). It is your responsibility to initiate the process and follow it through to completion. All transactions will be done by direct billing or reimbursement. All payments are made through University of Kentucky Accounts Payable.

- ? **Direct billing.** Student Government can be billed directly by the vendor you plan to use. Meet with the Student Government administrative assistant to complete the appropriate forms. This is the easiest and most reliable system, and it eliminates the need for you to purchase items with your own funds.
- ? **Reimbursement.** You must provide original receipts from the vendor to the Student Government administrative assistant within sixty (60) days of the last day of your event. Student Government cannot reimburse receipts past the sixty-day deadline. Receipts must reflect items that were approved for purchase.

**If you have questions or need assistance, call the Student Government office at 257-3191.**

# University of Kentucky Student Government



Title of Request: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

## Organization Information

Organization:		
Organization Contact:		
Address:		
City, State, Zip Code:		
Day Phone/Night Phone:	D:	N:
Email Address:		

Describe your funding request in detail. Include specific descriptions of the items you request Student Government funding for.

**Funding Request Details**

**What is the mission and purpose of your funding request and, if applicable, your organization.**

**List and describe the service projects your organization has sponsored during the past two years at the University of Kentucky.**

**Explain the benefits of your project(s) or event(s) to the University of Kentucky campus community and/or the greater Lexington area.**

**Describe how your funding request will reach diverse audiences in the University of Kentucky campus community and/or greater Lexington area.**

**How has your organization raised funds to prepare for this project/event?**

**What organizational resources will you use for your project/event?**

**What other activities does your organization sponsor for the University of Kentucky campus community or greater Lexington area?**

**How long has your organization been a registered student organization?**



## **Monetary Disbursement Statement**

1. The University of Kentucky Student Government (hereinafter Student Government) **will not** disperse funds to cover expenses in advance of the project or event.
2. Student Government funds appropriated for this project or event must be used for the explicit purposes stated in the funding request bill.
3. Student Government **will not** reimburse any expenses for printing and duplicating services performed by vendors other than University of Kentucky Printing Services.
4. The Student Government administrative assistant must receive all receipts for the project or event within sixty (60) days of the final date of the project or event.
5. Unless specified within the text of the funding request bill, Student Government funds will only be available during the fiscal year that the funds were allocated. It is suggested that organizations submit all receipts by May 15 to allow time for processing.
6. The Student Government administrative assistant will file the necessary papers for the processing of a reimbursement check when all receipts have been received.

We, the undersigned representative(s), seeking funds for the event described above understand and agree to abide by the terms listed above, pending allocation of Student Government funds.

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**Print Organization Name**

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**Print Organizational Representative(s)**

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**Organizational Representative Address(es) and Telephone Number(s)**

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**Organizational Representative Signature(s)**

**Date**