

APPROPRIATIONS/SENATE FUNDING PROCEDURE

1. Using the attached form: [RUSGA Budget Request Template](#), create a copy of the Excel spreadsheet for your organization's use.
2. Fill out the RUSGA Budget Request Form, using the example sheet as your guide. Remember to follow the [RUSGA Appropriations Guidelines](#) to inform you of what is and is not allowed. Appropriations and Senate has limited flexibility outside of these guidelines.
3. Send your completed form to rusgadof@regis.edu and agranholm@regis.edu (Aly Granholm). Please name the file as such: nameoforganization.year.xlsx
 - a. If your request is equal to or greater than \$2,000, send your budget request information to rusgavpr@regis.edu as well to get on the docket for Senate approval.
 - b. If your request is less than or equal to \$1,999.99, a meeting with the Appropriations Committee will be scheduled.
4. Attend the meeting (with Senate or Appropriations) and present your case for why you believe your organization should receive funding. Remember, the goal is to promote activities and a sense of community for all members of our Regis community.
5. If given approval for funding, you will receive a letter outlining exactly how much funding you have received and specific instructions on how that money can be spent.
 - a. P-Cards most likely will be picked from either Dave or Katie in the housing office.
 - b. For Amazon orders, send the links to Erica Ingalls (eingalls@regis.edu) or Aly Granholm (agranholm@regis.edu)
 - c. Please keep track of your receipts and turn them in when you return the P-Card.
6. If your request is denied, either in part or in full, you have the opportunity to make edits and resubmit your request for funding twice before the proposal will no longer be considered.

If at any point in the process you have questions, feel free to reach out to rusgadof@regis.edu.