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 & Senate Finance Guidelines to inform you of what is and is not allowed. Appropriations and Senate have limited flexibility outside of these guidelines.
    a. Stay within your tier's annual cap: Tier 1 up to $5,000, Tier 2 up to $4,000, Tier 3 up to $3,000, Tier 4 up to $2,000. SEAL sets tiers at the start of every semester.
    b. Only request money for expenses you have not yet incurred. Funding is not provided for prior debt.
3. If your request is **$499.99 or more**, attach a written Magis and Belonging statement and a written Laudato si' statement to your budget sheet. For help, contact rusgavpsjd@regis.edu (Magis) or rusustainable@regis.edu (Laudato si').
4. Send your completed form to rusgadof@regis.edu. 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. Submit at least **3 weeks, or 2 Senate sessions,** before your event. At the time of your request during the Senate session you should have your request presentation (slideshow) prepared.
    b. If your request is less than or equal to $1,999.99, a meeting with the Appropriations Committee will be scheduled. Submit at least **10 business days (2 weeks)** before your event. Late requests may be accepted case by case.
    c. Travel-related requests must be submitted at least **5 weeks** before the departure date.
5. 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. Meetings are open to students; find dates at rusga.org or on Campus Groups.
6. 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 Erica in the Student Center or Aly 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. Also send proof of your receipts to the CFO (rusgadof@regis.edu). Use tax-exempt forms and cards for purchases, online and in-store.
7. 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. Send each appeal to the CFO, state why the funding was denied, and explain in detail what you corrected.

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