

2019-2020  
Student Government Association  
Funding Request Guidelines

All funding requests must be submitted on TexanSync. The request must be submitted at a minimum of 2 weeks prior to the event. Both the organization's President and Advisor must approve the Funding Request Application. All proposals submitted on TexanSync will be required to present their funding proposal to the Funding Request Committee.

- I. The Student Government Association would like to provide funding for events that:
  - a. Are held on Tarleton's campus.
  - b. Promote Tarleton's Core Values.
  - c. Encourage students, faculty, and staff involvement.
- II. Organizations must provide and cooperate in the following process:
  - a. Be a recognized student organization.
  - b. Provide tax identification number.
  - c. Provide local bank account information that is requested.
  - d. Request may be up to \$500.00.
  - e. Can only request funds once (1) during the academic year.
- III. SGA will implement the following safeguards:
  - a. RSO'S must submit receipts for all expenses within 5 days after the event.
  - b. If receipts do not total the amount granted or if the receipts are not submitted by the 5 day deadline, RSO is not eligible for funding assistance for the next three (3) years.
  - c. RSO will be classified as "not in good standings" with SGA until all financial documents have been submitted.

SGA will be working with Business Services to transfer funds.

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Organization President

Date

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Organization Advisor

Date