

STEPS IN THE FUNDING PROCESS

COME UP WITH YOUR IDEA

With your RSO or Committee brainstorm your idea. What do you want to do? How does this further the mission of your group? How does this benefit our campus?

DO YOUR HOMEWORK

Research as much as you can. Has it been done before? What do you need? How much will it cost? Where will you get it from?

"STEP 1: BUDGET REQUEST" FORM

Now it's time to start putting it in action. Budget Request form (<https://studentactivities.stamford.uconn.edu/rso-resources>), is the first official step in this process. This form will take about one week to process once submitted. You will have to provide information on the proposal and anticipated purchases.

SGA REVIEW & APPROVAL

SGA review begins with the Finance Committee (Fall 22: Monday 1 PM in 202). Be there to answer questions about the proposal. The committee may revise the request before sending along to the SGA Senate for final approval (Thursday 3:30 pm).

"STEP 2: PURCHASE REQUEST" FORM

Once the budget request has been approved by the SGA senate, a Purchase request form (<https://studentactivities.stamford.uconn.edu/rso-resources>) must be submitted. A list of specific items to purchase, and written quote must be submitted during this step.

APPROVAL & PURCHASE

SGA's President & CFO will review the purchase request to insure the items/services requested were approved, and are within the approved budget amount. The Advisor will begin the University purchasing process. It is important to note that the University purchasing process can take 3-6 weeks to complete - so provide ample time for this to occur!

WRAP IT UP

Once your purchase is complete the SGA Advisor will notify you of additional required documentation for your purchase. Please be sure to follow up and submit these as required.

For more information visit:

<https://studentactivities.stamford.uconn.edu/rso-resources>

If you need help reach out to
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