

Budget Contract

The terms of this contract are considered binding and absolute, and only changeable by a majority vote from SGA. It is vital to communicate with the Executive Treasurer about all budget, P-Card, and receipt procedures. Failure to follow this contract will result in a strike being issued and revocation of funding as deemed by SGA.

Budget Requirements

The budget is the core part of approving funding for events. For the budget to be approved, the following rules are required:

- All budgets must be completed correctly with the standard format provided by the Executive Treasurer
- All budgets must be sent via email to the Executive Treasurer and SGA President
- All budgets must be turned in the last Wednesday of every month for events occurring the following month
- If an event occurs within the first two weeks of the month, all budgets pertaining to said event must be turned in at least two weeks prior to the event (Ex: An event on Friday April 6th must be turned in before Friday March 23rd, not Wednesday March 28th)

P-Card Requirements

The P-Card is a privilege, not a right. For clubs or organizations to use the P-Card, the following rules must be followed:

- Only the club president or treasurer may request and use the P-Card
- The Executive Treasurer must be told at least three days in advance for P-Card use
- The P-Card must be signed in and out using the form given by Executive Treasurer
- The P-Card must be returned to the Executive Treasurer the day after usage (unless extenuating circumstances communicated to Executive Treasurer)
- No pictures or written copies of the P-Card may be taken for later use

Receipts

A copy of the receipt must be given to the Executive Treasurer for all purchases by clubs and organizations. Physical copies are preferred, but digital copies may suffice in some cases.

Club President: _____ **Date:** _____

Club Treasurer: _____ **Date:** _____

Executive Treasurer: _____ **Date:** _____