**2024-25 Finance & Funding Budget Request**

**and**

**University Purchasing Guidelines for Student Government Association**

 **Funding for Student Organizations**

Registered Student Organizations are encouraged to apply for funding through the CU Denver Student Government Association’s (SGA) Finance and Funding Committee. To be eligible to apply, the President, Vice President, and Treasurer of your organization must each complete the 2024-25 Online Officer Training in Canvas. Please review this document, the online officer training, and the Student Government Association website to learn more about these requirements to be eligible for SGA’s funding opportunity. You may also speak to the Finance and Funding (F&F) Chair through SGA-finance&funding@ucdenver.edu to learn more about funding options for your organization.

**General Overview**

**Registered Student Organizations can apply for:**

* On Campus or Online Campus Events
* On Campus Club Meetings
	+ No off-campus club meetings will be funded
* On or Off Campus Professional Development
* On Campus Club Development

**Requests must include the following details:**

* Name of the proposed function
* Detailed description of proposed function
* Date, time, and location (venue or online confirmation)
* Expected number of attendees
* Goals and purpose for the event
* Any and all necessary documentation for quotes and vendors
* Identifying any conflicts of interest

**Limitations:**

* Conference expenses will be limited to registration fees. Any other expenses will be the student organization's responsibility, such as lodging, food, per diem, and transportation.
* The committee will not accept any request that is considered a *split budget request*. A split purchase is an attempt from those requesting funds to divide the purchase into 2 or more authorizations from the committee. (E.g. If two organizations want to host an event, only one funding request is needed and will be accepted.)
* Conference spending will have a maximum threshold of $500 per request. If the request exceeds $500, the remaining expenses may be funded at a rate of 40% so long as these costs are procurable under the Finance and Funding guidelines.
* Items that must be procured through a Budget Request must be in line with the Green Procurement Policy that the SGA has adopted.
* All budgetary requests will be limited to $5,000 per academic year for each student organization. Once this limit is met, funds will no longer be available for the current academic year. This will reset at the beginning of the academic year.
* The amount that is actually spent on procuring the items will be counted towards the total funds assigned to the student organization for the current academic year.
* Subscriptions will not be funded.

**Other Expectations:**

* Off-Campus Procurement Limitations:
	+ Requests that require the procurement coordinator to travel off-campus for purchases will be denied. Create your requests so that items may be shipped or catered.
	+ If off-campus procurement is required, include your detailed plan for picking up these items, which will be your organization's obligation.
	+ Include the necessity for off-campus procurement and the reason this is the most viable option.
* CU Denver is a tax-exempt entity and does not pay tax for goods and services in the state of Colorado.
	+ Some places cannot take a tax exempt cert and if they cannot take the tax exemption, then the items will not be procured
	+ [Tax-Exempt Information | University of Colorado (cu.edu)](https://www.cu.edu/controller/tax/tax-exempt-information)
* Requests pending resubmission will be automatically denied if there is no resubmission within seven (7) calendar days of the initial submission. The Finance and Funding Committee reserves the right to extend this deadline for extenuating circumstances.
* Conflicts of interest must be disclosed within the Budget Request and must prove beneficial to the overall submission.
	+ If this is not disclosed, committee could deny the request
	+ If the Finance and Funding Committee doesn't find the Conflict of Interest to be beneficial, then they have the discretion to deny the request
* Items used directly for fundraising events will not be allowed in any Budget Request. (E.g. Requests to purchase items that would be sold at an event.)
* If a request needs to be modified or cancelled, the student organization should reach out to the F&F committee promptly via email to the official F&F email address. Modification and cancellation requests will be subject to committee approval based on the nature and time of the request.
* Student organizations are encouraged to actively check MyLynx for any updates/comments on their request and follow up as soon as possible to ensure smooth and swift processing of the requests.

Note that requests must:

* Remain compliant with:
	+ Laws and regulations
	+ Policies and procedures of the University of Colorado system
* Uphold University objectives and the University’s mission
* Uphold Fiscal Code of Ethics

Cautionary signals that could result in a Budget Request being denied include:

* Inadequate/Missing/Altered documentation
	+ Room reservations
	+ Quotes for catering
	+ Quotes for contracting
* Copied, not original documents
* Unusual purchasing quantities and or patterns
* Payments just under university thresholds
* Inadequate/No separation of duties
* Odd or unexplained invoices/quotes not mentioned in the budget request

Please note that funds must benefit CU Denver students and not be exclusive to members of a specific organization except approved conferences. SGA funds come from CU Denver student fees and the goal of the Finance & Funding committee is to firstly enhance the campus experience for all CU Denver students. Submission periods are subject to SGA and Student Life & Campus Community deadlines, requirements, and regulations. The usual SGA period for applying for funds is August – April.

**Request Classification**

Large: 2,500.01 - $5,000

* Budget requests over $2,500.01 will require the Finance and Funding Committee to author a resolution for the SGA Senate to serve as a recommendation to the committee. This resolution will be considered during the approval process but does not serve as the final decision.
* Budget requests must be submitted **42 calendar days (6 weeks)** prior to the date goods and services are needed.
* Any requests that exceed $5,000.01 will be automatically denied.
* Request rubrics will be used to evaluate request quality

Medium: $500.01 - $2,500.00

* The Finance and Funding Committee has the discretion to determine whether a request is classified as “Medium” based on the nature of the request and may be subject to “Large” request guidelines. (If an applicant would like to dispute the classification of their request, they may do so thorough the Judicial Committee.)
* Budget requests must be submitted **21 calendar days (3 weeks)** prior to the date goods and services are needed.
* Request rubrics will be used to evaluate request quality

Small: <$500.00

* Budget requests must be submitted **21 calendar days (3 weeks)** prior to the date goods and services are needed.
* A presentation is not automatically required but may be requested on a case-by-case basis.
* Request rubrics will be used to evaluate request quality

**Presentation Guidelines**

* All presentations must be **in person**.
* Student organizations will be entitled to a seven (7) minute presentation which will be followed by committee deliberation. Student organizations are welcome to listen to the deliberations but are not able to participate.
* Following deliberations will be a three (3) minute period for student organizations to ask questions.
* If a budget request is under $500.01, then the presentation section of the Finance and Funding Rubric is to be disregarded when under consideration.

**Appeals Process**

DenialAppeal

* If an applicant would like to dispute the denial of a request, they may do so through the Judicial Committee.
* Once an appeal form has been submitted to the Judicial Committee, an investigation process will ensue that shall not take longer than ten (10) business days.

Allocation Appeal (Adjustment of Items and/or Amount)

* If an applicant would like to dispute the adjustment of items or request amount, they may do so through the Judicial Committee.
* Once an appeal form has been submitted to the Judicial Committee, an investigation process will ensue that shall not take longer than ten (10) business days.

Classification Appeal

* The Finance and Funding Committee has the discretion to determine whether a request is classified as “Medium” or “Large” based on the nature of the request.
* If an applicant would like to dispute the classification of their request, they may do so through the Judicial Committee.
* Once an appeal form has been submitted to the Judicial Committee, an investigation process will ensue that shall not take longer than ten (10) business days.