



September 1, 2009

TO: Applicants for 2009-10 Associated Students Unallocated Funds

FROM: Alex Gradine, Administrative Vice President

RE: Procedures for Proposed Expenditure of Unallocated Funds

Requests for A.S. unallocated funds shall be typewritten and eight copies submitted. Requests shall, at a minimum, include the following information. **PLEASE NOTE: It is important that you follow this format. Failure to do so will delay your request and could result in your request being denied.**

- I. General Narrative memo which includes
 - Name of program, contact person, telephone number & e-mail address;
 - Complete description of project or item(s) to be purchased;
 - Justification for Associated Students funding (how will students benefit from this expenditure);
 - Other sources of funding explored and outcome of inquiry; and
 - Explanation of how program has explored environmentally/socially responsible purchase options (See Note below).

- II. The following forms (copies are attached) must be completed and submitted with the general narrative. Please submit eight typed copies of your application.
 - Associated Students Budget Draft
 - Budget Justifications

Each request must be submitted to the Administrative Vice President by the Monday prior to the next scheduled meeting. (Check with the Associated Students Office regarding the Board of Finance Schedule.) At the following meeting of the Board of Finance the request will be considered. A representative from your program will need to attend this meeting to answer any questions. A two-thirds (2/3) vote of the Board of Finance is required for approval of all allocations of Associated Students funds.

Approval by two-thirds of Council is also required for final approval. (Requests for expenditures of less than \$300 may be approved by the Board of Finance. These requests will not require Council approval.) The process of requesting unallocated funds, from the original request to the Council's decision, can take 2 - 3 weeks. Please plan accordingly.

Note: The A. S. Council, upon recommendation by the Board of Finance, shall require that programs requesting unallocated or reserve funds demonstrate that they have explored environmentally/socially responsible purchase options if applicable. When feasible, the Board of Finance shall recommend the environmentally/socially responsible purchase option.