

FINANCE REQUEST FORM

ALLOCATIONS & REALLOCATIONS

INSTRUCTIONS:

Please complete the attached form and submit it, with the proper signatures, to the Student Community Government Office, Student Union 401.

The Finance Commission meets to hear requests approximately three times per month. Meetings are held on Wednesdays from 12:30 p.m. until 2:00 p.m. in the Student Union Room 307. Meetings may run longer at the discretion of the Commission, or until such time that a quorum is lost.

In order for your request to be heard, it must be submitted to Dianna Carey on or before 1:00 p.m. the Friday before the meeting. The order in which requests are heard will be on a “first come, first served” basis.

A representative is required to attend the meeting at which your request is being considered. Therefore, it is important to have a well-informed representative. Representatives are asked to wait **outside** the meeting room until their request is on the table.

If the request for a **reallocation is less than \$150.00**, you need only to submit this form to the Administrative Supervisor, Dianna Carey, or the SCG Treasurer, myself. It does not need to be approved by the Finance Commission. It may, however, be denied at the discretion of the SCG Treasurer.

If the attached form is not filled out in its entirety, the Finance Commission will not hear your request. If you have any questions or concerns, please call my office at (401) 456-8430.

Rhode Island College Student Parliament

Finance Commission

SCG Treasurer

IMPORTANT NOTE: *The following articles, taken from the Student Community Government, Inc. By-Laws are strictly enforced:*

- 8.3.2 The President may veto allocations/reallocations made by the Commission, in part or in whole, within three (3) business days. The President shall immediately inform the Commission in writing of his/her action, and the reason(s) for it.
- 8.3.3 The Commission may appeal the veto to Parliament, whose decision will be final. A two-thirds (2/3) vote of members voting shall be necessary to override.
- 8.3.4 Parliament may disapprove an allocation/reallocation by majority vote of members voting at the first regular or special meeting thereafter or within two (2) weeks, whichever comes first, provided that the intention to disapprove was made known to the Treasurer in writing by any Student Activity Fee paying person, within three (3) business days.

FINANCE COMMISSION REQUEST FORM

ALLOCATION REQUEST

(NEW BUDGET OR OPENING NEW LINE ITEMS INTO AN EXISTING BUDGET)

NAME OF ORGANIZATION _____ DATE _____

DOLLAR AMOUNT	#	LINE ITEM DESCRIPTION
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		TOTAL ALLOCATION REQUEST
\$		MINUS ANTICIPATED REVENUE
\$		ACTUAL DEPOSIT

RATIONALE FOR EACH LINE ITEM ABOVE:
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Signatures: **Faculty Advisor:** _____

Organization President or Treasurer: _____

FINANCE COMMISSION REQUEST FORM

REALLOCATION REQUEST (MOVING FUNDS BETWEEN LINES IN AN EXISTING BUDGET)

NAME OF ORGANIZATION _____ DATE _____

DOLLAR AMOUNT	#	FROM LINE ITEM DESCRIPTION	#	TO LINE ITEM DESCRIPTION
\$				
\$				
\$				
\$				
\$				
\$				
\$				
\$				
\$				
\$				
\$				
\$				
\$				
		TOTAL REALLOCATION REQUEST		

RATIONALE FOR EACH LINE ITEM ABOVE:

Signatures: Faculty Advisor: _____
Organization President or Treasurer: _____

**FUNDING POLICIES & PROCEDURES OF
RHODE ISLAND COLLEGE
STUDENT COMMUNITY GOVERNMENT, INC.**

EACH ORGANIZATION THAT IS ELIGIBLE FOR FULL FUNDING IS REQUIRED TO ADHERE TO BUDGETS. THE FOLLOWING ARE THE APPROVED LINE ITEMS FOR STUDENT ORGANIZATION BUDGETS.

110 OFFICE SUPPLIES & SERVICES

- 111 Office Supplies
- 112 Postage/Shipping/Mailing
- 113 Telephone
- 114 Photo Supplies
- 115 Web Services
- 116 Other (specify)

130 PERSONNEL

- 131 Office Personnel
- 132 Janitorial
- 133 Police/Fire Marshal
- 134 AV Services

200 OPERATIONS

- 210 Repair & Maintenance
- 211 Uniforms
- 212 Uniform Care
- 213 Insurance
- 214 Books & Magazines
- 215 National Dues
- 216 Organizational Dues
- 217 Co-sponsorship
- 218 Promotions
- 219 Other (specify)

230 PURCHASE OF SERVICES

- 231 Printing
- 232 Advertising
- 234 Food Service
- 235 Photographer
- 236 Speakers & Films
- 237 Artists & Performers
- 238 Florist
- 239 Fundraiser
- 240 Other (specify)

260 SOCIAL FUNCTIONS

- 261 Dances & Mixers
- 262 Annual Events (specify)
(See pages 8 & 9 of Funding Policies & Procedures)
- 263 Other (specify)

310 COMPETITIONS & EVENTS

- 311 Air Fare
- 312 Train Fare
- 313 Bus Fare
- 314 Rentals
- 315 Tolls
- 316 Gas
- 317 Meals
- 318 Lodging
- 319 Registration Fees
- 320 Other (specify)

330 CONFERENCES *

- 331 Air Fare
- 332 Train Fare
- 333 Bus Fare
- 334 Rentals
- 335 Tolls
- 336 Gas
- 337 Meals
- 338 Lodging
- 339 Registration Fees
- 340 Other (specify)

375 CHARITABLE DONATIONS **

400 CAPITAL IMPROVEMENT ***

500 REVENUE

- 501 Excess Revenue
- 502 Conference Revenue
- 503 Advertising Revenue

* **YOU MUST COME TO THE FINANCE COMMISSION A MINIMUM OF FOUR (4) MEETINGS PRIOR TO THE REGISTRATION DEADLINE TO PLAN A CONFERENCE.**

** ORGANIZATIONS MUST REALLOCATE INTO THIS LINE FROM LINE 500 REVENUE.

*** YOU MUST COME TO THE FINANCE COMMISSION WITH THREE (3) QUOTES FOR ANY CAPITAL IMPROVEMENT REQUESTS.