

Budget Rules

Stuyvesant Student Union

Budget Department

Rules and Regulations for the Student Union Budget

Budget Rules

You may not request money from the Student Union if it's intended purposes are:

1. Food
2. Unapproved trips (all trips must be approved by the administration)
3. Equipment that members of the club intend to keep (ie personal items)
4. Unapproved supplies or services (Guest speakers must be approved)
5. To pay faculty advisers
6. Items without approved storage area
7. Computer system and software
8. High-tech technology

Budget Procedure

When you request funding from the Student Union, you can either request/may be given money in the form of a grant or a loan. A loan must be paid back by a set deadline, whereas a grant is yours to spend, it does not have to be returned.

Grant

You must spend your own money and save all of your receipts. Then you should give the original copies of the receipts to your assigned budget director. In a few days, you can go down to room 103 and talk to Bonnie (Mr. Teitel's treasurer) to pick up your check. We cannot reimburse tax, so you should use tax-exempt forms. If granted money by the SU, your assigned budget director will email you tax-exempt forms to use.

Loan

Same deal as grant, but clearly, you have to pay it back. When you do fundraisers, you should notify your budget directors.

Even if you don't have a loan, but you fundraise, the money must be given to your budget director. You cannot hold onto your profits.

If your club is making a large purchase online and you cannot use your own money and wait to be reimbursed, you can use the purchase order option. Look for it when you checkout. You need to print this purchase order and bring it to your budget director.

****Faculty Advisors must be present at the meeting if the request is for \$500 or over. ****

Please send all questions regarding budget to stuybudget@gmail.com

If a club misses their allotted time slot for a Budget Meeting they are not allowed to apply for another meeting for the remainder of that academic year. If they apply, they will not be considered. This is to ensure everyone gets a fair chance at representing their clubs, and it stresses the importance of a Budget Meeting.

Budget Application

You will receive an email when your club has been assigned to present. Please fill out the Google forms/form posted on the SU site to be considered for a budget meeting. Each time there is a budget meeting, clubs will be notified and urged to apply.