



LAWRENCE TECHNOLOGICAL UNIVERSITY STUDENT GOVERNMENT

Money Request Guidelines

Money Request Process

1. To begin a Money Request, complete the Money Request form located on the Student Government's Forms and Documents page.
2. Once a Money Request has been submitted and reviewed by the Executive Board, an official representative from the Registered Student Organization (RSO) will be invited to the next Student Government Meeting to present the request before the Senate for approval.
 - i. A Senator or Student Government Executive Board member may not provide this representation.
 - ii. A majority vote of the senate is required for approval.
3. Once the Senate has approved the Money Request, the RSO(s) must provide *all* original receipts with the completed Money Reimbursement Form to the Vice President of Finance within two weeks of the event.
 - a. Online receipts must have a name and proof of purchase to be accepted for reimbursement.
 - b. Student Government does not reimburse sales tax, shipping costs, or tips.

Money Request Requirements

1. A Money Request can only be accepted from an RSO.
2. All Money Requests must be completed *before* the event has occurred.
3. Funds may not be used for the following:
 - a. Events that are not inclusive to the entire LTU community, limit participation, target potential members, or discriminate in any way.
 - b. Events that charge students.
 - c. Philanthropic donations.
 - d. Alcohol or drugs.
 - e. Anything illegal or explicit.
 - f. Food for organizational meetings.
4. A Money Request made by a single RSO must not exceed \$200.
 - a. To receive an additional \$200, there must be a co-host for the event (2 RSO's total), totaling to \$400.
 - b. To receive an additional \$100, there must be an additional co-host (3 RSO's total), totaling to \$500.
5. For both single host and multiple host events, the money requested should only allot for a portion of your overall event budget.
6. Inappropriate use of funds will result in a suspension outlined in the Student Government By-Laws.