FUNDING PROCESS: All sanctioned organizations are eligible to apply for Operating Funds per semester through the following process:

- The SGA Treasurer will notify sanctioned organizations by the first week of October (for Spring Semester funding) and by the first of February (for Fall Semester funding) of the dates for the budget workshops. **Failure to appear at one of the workshops will result in NO BUDGET for the semester.** Budget forms will be given at the workshops. This form will NOT be posted on the SGA website.
- The budget request form should be submitted to the Coordinator for Business Services by 5:00pm on **Friday, March 5, 2010. All budget requests received after the advertised deadline are subject to reduction at the discretion of the Allocations Committee.**
- The organization must have a representative present their budget request during a scheduled budget hearing.
- The Allocations Committee will consider requests based on prior funding, activity, and intended use of funds.
- Approved budget requests will be posted after decisions have been made by the Allocations Committee.
- The SGA Treasurer will submit the budget to the Senate one week prior to the Senate vote to allow time to review and ask questions regarding organization budget totals. The Senate will approve the submitted total budget request to be approved at the scheduled SGA meeting and then submit the budget to the Coordinator for Business Services, the Director of Student Life and the Executive Vice President for Student Affairs for final approval.
- Any allocated funds not spent by the beginning of the Dark Period in the Fall/Spring Semester will NOT be carried forward to the next semester.
- Revenue generated funds (from fundraising activities) will carry forward to the next semester.
- **Any purchase requiring the use of a State of South Carolina purchasing card must be completed by April 21, 2009 (applies to Spring semester only).**
- Any infraction of these policies will be cause for review by the Allocations Committee. Pending the outcome of the review, the committee may submit a Bill to the Senate authorizing the Treasurer to “hold” allocated funds for a period of up to, but not more than, 10 business days. Additional penalties could be levied pending the outcome of the review.
- Organizations receiving a budget cannot request Contingency Funds for an event, equipment, travel, food, etc. that was funded in their current budget.
- Organizations who have changed from registered to sanctioned status after March 2, 2010 CANNOT request a budget for the upcoming Fall semester, but they will become eligible for the Spring 2011 semester.