

## Staff Senate Procedures for Requesting Funds

The Staff Senate receives an annual budget that its various committees may use in support of their missions and the purpose and objectives of the Senate (see the Staff Senate bylaws). The size of the Staff Senate budget is small, however, and the amount of funds available to the various committees is limited. Therefore, the following procedures have been put in place to ensure a fair and equitable distribution of these funds to the various committees that plan projects. These procedures also provide the Senate with an opportunity to request additional funds for the budget to support outstanding projects.

- Committees that are requesting funds must submit the following budget request form to the Staff Senate Executive Committee at least one full month before the funds are needed. The budget request must include the reason for the funds along with appropriate justification (if more space is needed for this, committees may attach additional sheets). Committees are encouraged to consult with the Staff Senate Executive Committee if needed before submitting a proposal.
- The Staff Senate Executive Committee will review requests for funds and inform the committee chair of the decision no more than a week after the decision is made. If a proposal is not approved, the committee may make a presentation at the next Staff Senate meeting to appeal the Executive Committee's decision.
- The Staff Senate Executive Committee will announce funding recommendations to the Staff Senate during regularly scheduled meetings, and any appeals will then be heard by the Senate. **All budget requests greater than \$250 must receive the majority approval of the Staff Senate.**

### \*\*\*Important Note\*\*\*

Committees are not authorized to solicit additional university funds for the Staff Senate budget. This must be done by the Staff Senate Chair with the approval of the Staff Senate. Committees may seek other funding (such as Public Affairs Grants) for their projects, and they are encouraged to do so. Non-university funds may be solicited by committees for approved projects; however, the Executive Committee should be informed prior to solicitation to ensure that applicable university policies are followed.

**Staff Senate Committee Budget Request Form**  
(Submit completed form to the Staff Senate Executive Committee for review)

Committee: \_\_\_\_\_

Committee representative: \_\_\_\_\_

Campus phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Event/project: \_\_\_\_\_  
(Event title) (Event date)

Brief description of event/project: \_\_\_\_\_

Justification for funding request (attach additional sheets if needed): \_\_\_\_\_

Expense Category	Funds Requested (Requesting committee completes)	Funds Approved (Executive Committee completes)
Travel	_____	_____
Speaking fee	_____	_____
Equipment rental	_____	_____
Room setup fee	_____	_____
Supplies	_____	_____
Printing	_____	_____
Food services	_____	_____
Other (specify below)	_____	_____

Total funds requested: \_\_\_\_\_ Total funds approved: \_\_\_\_\_

Committee chairperson: \_\_\_\_\_  
(Signature) (Date)

*(The following section is for Staff Senate Executive Committee use only.)*

Staff Senate Executive Committee Action (circle one): **Approved** or **Disapproved**

Any special notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson: \_\_\_\_\_  
(Signature) (Date)

Chairperson Elect: \_\_\_\_\_  
(Signature) (Date)

Secretary/Treasurer: \_\_\_\_\_  
(Signature) (Date)

Director of Staff Relations: \_\_\_\_\_  
(Signature) (Date)

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Staff Senate Action, if required (circle one): **Approved** or **Disapproved**

Any special notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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