

# Student Organizations & Budgeting

## 01 | SGA Allocated Budget

Registered Student Organization (RSO)'s can begin the process of requesting a budget for their club in late February of the year prior. This is done by submitting an audit of their current expenses; approximate costs for programs and plans the following year; and a requested budget amount for the following year.



### By-laws:

When utilizing budgeted funds or initiatives RSOs should adhere to Finance Comm. Bylaws. Available in the toolbox or from SLI.

### Zero-Based Budgeting:

At the start of every Academic Year RSOs will be required to plan and designate uses for their SGA allocated budgets through use of a zero-based budget. This must be completed and submitted prior to budget being available for use/spending.

## Other Funding Methods

### Fundraising:

RSOs can hold fundraisers to make up for deficits in their zero based budget plans. Fundraisers must be approved by Program Advisor.



### Co-Sponsorship:

Funds can be transferred between student organizations or Suffolk offices to allow for combined funding towards programs.



## 02 | Initiatives Fund

RSO's without budgets, or groups that have new ideas for programs they didn't previously budget for, can request additional funds from the SGA Finance Committee Initiatives fund. Groups must complete an allocation form and present on their request. They must be sure to include 3 price quotes for each line item.

### Spending Mediums:

- **Check Request**  
University's Business Office will cut a check for a vendor or for reimbursement to a student from the RSO's budget. The process can take 1-2 Weeks. Required Materials: Invoice and/or contract, W-9, and a student ID for student reimbursement checks
- **Ram Card**  
A Suffolk University ID Card loaded with SGA funds for RSO's to purchase items from Ram Card Vendors (CVS, Whole Foods, Sal's Pizza, Zen & more)
- **Amazon Orders**  
Students can order items off of Amazon by emailing their Program Advisor with links to items and quantities needed.
- **Suffolk Corporate Card**  
SLI Program Advisors have corporate cards for RSOs to make purchases for their clubs. Students should email their Advisors to set up a time to do so.
- **RSO Budget Line**  
Student Organizations can make purchases and transfers to campus partners by providing their budget line

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