

Student Government
Appropriation Request Instructions



September 4, 2017

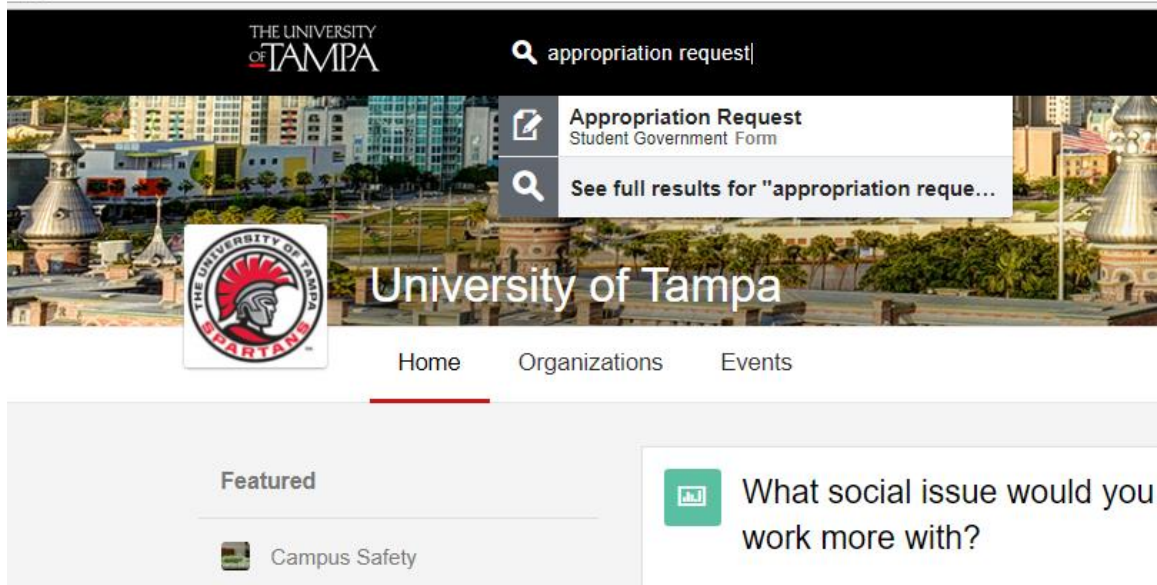
Things to Remember Before Submitting Your Request

- Your club or organization can only request one appropriation per semester.
- Your appropriation must be submitted at least 10 days before the date of your event, however it is **strongly recommended** that you submit your request earlier.
- The maximum amount funded for off-campus events is \$2500
- To receive your funding, you must submit itemized receipts that show proof of payment. Student Government will not disburse your funds in advance or pay for up-front costs.
- You must submit 3 different quotes in your request in order to be approved for transportation costs

How to Submit a Request

1. Log into OrgSync (<https://orgsync.com/login/university-of-tampa>)
2. Search for "Appropriation Request" in the search bar and click on the "Appropriation Request Form" result.

orgsync.com/home/559



3. Begin the form and fill out all the necessary fields. Please keep in mind that your answers are used to determine whether or not your request is approved. Thus, the details are very important. Also, reference the "Things to Remember" section above to ensure you are filling out the form correctly and not missing anything.

What to Do Once You are Approved for Funding

1. Save **every** receipt that you want reimbursed from your trip. This includes hotel receipts, rental car receipts, etc. Remember that you can't be reimbursed for items that weren't approved in your appropriation request.
2. Put the receipts in an envelope with your name, contact information, and event name listed on the front. Drop this off in the Student Government office **no later than 2 weeks after your event.**
3. Make sure your receipts show proof of payment. Invoices or other items that do not show proof of payment will not be accepted.

