

When to Submit a Budget Packet

Please note timeframes and deadlines for submitting requests to SOC. Earlier is better.

SOC will not consider any funding requests any less than three weeks prior to the activity due to the time requirements for approval of paperwork and completing travel arrangements, and for advertising of the event. The three-week period will begin at the time the student representatives present their request to the committee.

The committee **will not** consider any request that does not include supporting documentation for expenditures including itemized budget for expenses and a complete list of items to be purchased if purchases are a part of the request. If approved for a purchase requiring a bid, the organization must submit the detailed information required to the Office of Student Life and Leadership within three calendar days from the approval date. Failure to observe the three-day period may result in forfeiture of the funding. **It is recommended, therefore, that funding requests be submitted to the committee at least four weeks prior to the need for funds with all detailed information needed for the contract, purchase order, etc.** SOC may, in limited and rare instances, make an exception to the three-week requirement when warranted by circumstances.

The SOC Budget Committee meets once a month on Mondays during the fall and spring semester at 3:30 p.m. in Morgan University Center (time and location is subject to change). See webpage for up-to-date schedule at www.apsu.edu/sll

Requests must be received in the office of Student Life and Leadership, MUC 211, no later than the posted deadline. Funding requests must be submitted electronically to the SOC Treasurer. **Agreement forms must be signed by the organization adviser and must be submitted by hard copy to the office of Student Life and Leadership.**

- Funding requests may be for fall or spring semesters (or both semesters) of the current academic year.
- Effective with the regularly scheduled meeting of SOC for the month of February, SOC will also hear funding requests for allocations for the fall semester of the next academic year. The deadline for submitting requests for the fall semester of the next academic year is the last meeting in April.
- SOC strongly encourages all organizations that desire to have funding for activities and programs which will occur in the first four weeks of the following fall semester to submit their funding requests during the preceding March or April. It is very likely that requests for activities scheduled during the first four weeks of the semester may not be considered for funding due to inadequate time for receipt and review of the request prior to the event.