

How to Request Money

EBC: Executive Budgetary Committee

VPFA: Vice President of Financial Affairs

AVPFA: Assistant Vice President of Financial Affairs

GSS: General Student Senate

UMSG: University of Maine Student Government

Overall, a 9-day process to gain access to funding. Try to plan 3-4 weeks in advance of the event.

1. Forms

1. Go to the Financial Affairs office, 150A Memorial Union, talk to the AVPFA, Pam Alden. She will give you the necessary forms to fill out. She can explain/answer any questions you may have. If you wish to fill out a form digitally, then you may access a fillable PDF Under the Funding Requests page, or you can print out the form and fill it out physically. You may access the forms on the previous page of the website. If you wish to fill out a form for events that involve traveling, please fill out the Additional Funding Request form with Travel.
2. If your organization needs funding for equipment related to the organization's activities, please fill out the Equipment Rental Agreement and attach it to your additional funding request. You may access this form here, [Equipment Rental Agreement](#).
3. This paperwork must be returned **IN PERSON** to Pam Alden (150A) or Joshua Bohm, Room 153 Memorial Union, Vice President for Financial Affairs by Thursday at 4:00pm to be considered by EBC on Monday and Senate on Tuesday. Joshua Bohm will email your club's representative a reminder on Thursday or Friday to attend EBC.

2. EBC

1. EBC meetings are held Monday at 4:00pm in the Wade Center in the Memorial Union and must be attended by the President, Treasurer, or with permission, a member who is extremely Knowledgeable of the request.
2. Depending on the night, your club's meeting with EBC may not start until later. Please ask VPFA, Joshua Bohm, what number your club is on the list.
3. Here you will be questioned about your event and it is your best opportunity to explain anything to do with the event and or budget. Please come prepared with both knowledge about your club and the funding request.



4. A senator may amend the resolution to change the dollar amount or line item during EBC.
5. An email will be sent to you that night discussing EBC's recommendation and the next steps in the funding process. Any questions about the decision should be directed to VPFA, Joshua Bohm.

3. Senate

1. For any recommendation that is \$1,000 or more, a club representative must attend the Senate meeting on Tuesday at 6:00 pm following EBC. If no representative shows up, the request will be tabled until the next meeting.
2. For amounts under \$1,000, no representative is required unless a change to the recommendation is warranted.
3. A senator may amend the resolution to change the dollar amount or line item during the senate meeting.

4. Cabinet

1. This committee has the final say on all resolutions. They can veto (reject funding and send it back to the Senate) or pass it.
2. Club representatives do not attend.
3. Meetings are held the Wednesday after Senate meetings. VPFA Joshua Bohm will send you an email after cabinet to let you know if your request has been approved.

5. Check Requests

1. Once your request passes cabinet, you can request a check or transfer of funds to your UCU account the next day after 12:00 pm, from the AVPFA, Pam Rideout, in room 156, the same office where you picked up a funding request form.
2. We can either pay a supplier directly, with an invoice or reimburse a club member with appropriate receipts.
3. Original receipts **MUST** be turned in to the AVPFA no later than 15 days after the event has concluded.
4. Expenses will only be reimbursed for approved items.
5. Clubs holding off campus events or traveling should return to a Senate meeting to do a presentation about the experience.

