

# Office Budget Cheat Sheet

## 1. General

- a. Office budgets are available to all formally recognized student organizations and are a great way to cover start-up costs.
- b. A copy of the office budget can be downloaded and printed on the UMSG website.
- c. Requests can be for up to \$200. If this amount is completely spent, up to another \$200 can be requested.
- d. Office budgets are for advertising, correspondence, and office-related expenses only. An Office Budget sample can be provided if necessary.
- e. EBC can strike lines for items in office budgets and can reduce office budget amounts if necessary. "General" and "miscellaneous" expense items are struck, so please make lines as specific as possible.
- f. New lines may be added throughout the year but must be approved by EBC and Senate.
- g. Once approved, expense receipts can be returned to the Financial Affairs office for reimbursement. **MUST HAVE RECEIPTS.**
- h. Expenses must be reasonable if they are to be paid. Reasonableness is determined by VPFA, Paige Allen, and AVPFA, Pam Alden.

## 2. Boards and Community Associations

- a. Equipment and materials can also be covered in this budget.
- b. Can request more than \$200, but these are generally determined by prior year spending and upcoming events for the year in the annual budget.

