

## Appropriation Supply Guidelines

Purpose: To assist Recognized Student Organizations (RSOs) in the purchase of items that will benefit the organization to properly function and be recognized.

Goal: To provide supplies or items to assist RSOs in the betterment or recognition of the organization.

Guidelines for General Supplies:

Items that can be requested:

- Reusable marketing material
  - Must refer to Campus printing for all material before purchasing from an outside seller (tablecloths, vinyl banners, etc.)
  - Funding for organization pop-up tents and tablecloths must not exceed \$300.00 each
- Copyright/Branded Material
  - If items have any Missouri Western State University copyrighted words or logos, purchase MUST go through Campus Printing (<https://www.missouriwestern.edu/cps/wp-content/uploads/sites/215/2014/03/GraphicStandards.pdf>)
  - FOC may purchase the cost of the material requested, but further branding must be financed by the RSO
  - Any RSO with logos or words that are copyrighted, must get approval from the proper source prior to any orders being placed
- Uniforms
  - Must be a necessity for the RSO to be functionally competitive at a competition or event
  - RSOs can request no more than ½ of the cost of uniforms not to exceed \$300
  - At the end of every academic year, all items purchased by the SGA must be inventoried and accounted for. This inventory shall be used at the discretion of the FOC to determine the need for replacement of items.
  - Funding for uniforms may only be requested every 2 academic years
  - Any uniforms purchased by the SGA are property of the SGA and should be treated as such.
- General Supplies
- Other items to assist in the proper function of the organization
- Items that can NOT be requested:
  - Food
  - Items not related to the function of the organization
  - Organization Dues
  - Any supplies or equipment that are available to RSOs through the University (CSI, IMC, etc.)
  - Ceremonial/Initiation items

For each item requested you will need to explain the purpose of the item and how it will be used or benefit your organization. The SGA Seal MUST be printed on all Marketing and Clothing items at a

minimum size of 1 ½ x 1 ½. A proof must be sent to the SGA Director of Finance AND the Administrative Coordinator of SGA to be approved before printing. Any reusable items must include a storage plan on where the items will be kept and who is in charge of them. Reusable item replacement schedule below:

|                   |                        |
|-------------------|------------------------|
| \$0-\$49.99       | Once per Academic Year |
| \$50.00-\$149.99  | Every 2 Academic Years |
| \$150.00-\$249.99 | Every 3 Academic Years |
| \$250.00-\$349.99 | Every 4 Academic Years |
| \$350.00-\$499.99 | Every 5 Academic Years |
| \$500+            | Every 6 Academic Years |

Request will be considered in the following order:

1. Co-Sponsorship
2. Travel
3. General Supplies

Follow up:

1. An email will be sent from the Director of Finance within 1-2 business days after the FOC Appropriations meeting.
  - a. Email will contain amount that was approved
  - b. What items were approved
  - c. RSOs can request a written explanation for denied items within five (5) classroom days
2. Set up an appointment with the Administrative Coordinator of SGA
  - a. Provide all documents and plan on how you will obtain your items (ex. Quotes, purchase plan, etc)
  - b. It will be the responsibility of the RSO to submit all required receipts for reimbursement
  - c. NO funding will be disbursed without receipts.

All items purchased through Appropriations are Property of SGA and should be treated as such. Should any RSO become inactive/lose RSO status or no longer need the items, the RSO is required to turn them into SGA. Items purchased and tagged with a "Property of Student Government" tag will require a yearly inventory check in the Spring Semester. Failure to submit requested information for inventory check will result in the RSO no longer receiving FOC funding of any type until the issue is resolved. The Financial Oversight Committee (FOC) reserves the right to approve or deny any request.