



*Teresa Davis*  
*Business Manager*

# FY24 Funding Training

# Responsibilities for Funded Org

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- ▶ Each organization funded must obtain a copy of and is responsible for compliance with the *SGA Funding Regulations Handbook*.
- ▶ TWO officers (preferably president and treasurer) are required to attend funding training, (advisors are highly encouraged to attend especially if the org travels). Advisors are not required to attend. Funding Training starts September each year.
- ▶ Each organization is responsible for registering the organization and meeting Risk Management requirements as set forth by the Center for Campus Life.
- ▶ Financial representatives of each organization must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their terms in office.
- ▶ Notify the Center for Campus Life of any officer or advisor changes

# Compliance Deadlines & Penalties

Failure to comply by:

- **October 20, 2023 org will forfeit  $1/3$  of their allocated funding**
- **November 10, 2023 org will forfeit the remaining balance**

# 3 Requirements Before Utilize Funding

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## ▶ Attend SGA Funding Training

- If an org fails to attend funding training by deadline organization will lose all funds for current year.

## ▶ Org Registration & Risk Management – must be in compliant by deadline if not, organization will lose all funds for current year.

- To check your **registration** and **risk management** status go to organization platform in TechConnect. Information can be found on home page. If you need additional information, contact Center for Campus Life at 742-5433  
<https://www.depts.ttu.edu/centerforcampuslife/>

***IF requirements are not met, orgs cannot begin utilizing funds until fully compliant. Failure to comply the org will be penalized or could lose all funding.***

Click here forms

SGA Website ([www.sga.ttu.edu](http://www.sga.ttu.edu))

Click here



Student Government Association

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BUDGET

Click here to check org balance

FY25 funding info

Check Excel spreadsheet to see if requirements are met

## Welcome to the Student Government Association

...ive for honor in the service and protection of the student body of Texas Tech University, through representing their interests by developing personal relationships."

*It is the org's responsibility to check SGA web site for up-to-date information about funding! This is the main resource for information.*

# Org Spreadsheet Example

updated every Friday

October 20, 2023 org will forfeit 1/3 of their allocated funding  
November 10, 2023 org will forfeit the remaining balance

Organization Name	Funded	Contingency	Penalty	Expenses	Remaining	Org's R# (as a vendor w/TTU)	Registered	Risk Management	1st officer	2nd attendee
<a href="#">Red Club</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	R11709468				
<a href="#">Blue Club</a>	\$3,500.00	\$0.00	\$0.00	\$1,530.00	\$1,970.00	R10379433	X	X	X	X
<a href="#">Yellow Club</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	R10291806				
<a href="#">Orange Club</a>	\$5,000.00	\$0.00	\$0.00	\$4,782.12	\$217.88	R10284051	X	X	X	X
<a href="#">Pink Club</a>	\$1,000.00	\$400.00	\$0.00	\$1,386.00	\$14.00	R10394336	X	X	X	X
<a href="#">Purple Club</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
<a href="#">Brown Club</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
<a href="#">Green Club</a>	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	R10475240	X	X	X	X
<a href="#">Black Club</a>	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	R11648703	X	X	X	X

Must have R#  
for reimbursements

# Allowable Expenses

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1. Office Supplies must be purchased at Staples thru SGA. Org will receive discount plus tax exempt.
2. Organization Banners
3. 100% of Recruiting Items
  - T-shirts, pens/pencils, mugs, koozies, e.g
4. Copying and Printing
5. Event Room Rental
6. Travel
7. Speaker Expenses

# non~Allowable Expenses

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1. Food (event catering or membership meetings)
2. Research and presentation travel, advisor's expenses, internship fees, membership fees
3. Tables, tents, camping equipment, coolers, grills and accessories
4. Computers, printers, scanners, digital cameras
5. No equipment
6. Texas state sales tax
7. Scholarships, awards, gifts, prizes, gift cards
8. Operating Expenses (telephone, salaries, copier rental, e.g.)



# SGA Forms

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- Expense Approval
- General Reimbursement
- Vendor Setup
- Purchase Request
- Guest Speaker Contract
- Guest Speaker Airfare &/or Lodging
- Contingency Funding
- Group Travel
- Group Return Travel

All forms and attachments submit to Teresa Davis in SGA office.

# Expense Approval Form

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Use for pre-approval of artwork and/or unique expense

- Logos and/or Designs must be pre-approved
  - Any item with a design* (promotional/recruiting items/printed materials) must have “Sponsored by Student Government Association” or SGA’s logo on the item. “Student Government Association” MUST be spelled out – do not use “Sponsored by SGA”
- If items are printed and received without this information SGA will NOT provide funding for the expense.
- The org will be notified via-email when approved.

# Request for Expense Approval Form

**Check One:**

Recruitment Items (including T-shirts) \_\_\_\_\_ X

Food \_\_\_\_\_

Books \_\_\_\_\_

Other \_\_\_\_\_

Student Organization Officer

Signature:

*Patrick Steed*

Organization Name: \_\_\_\_\_ Students for TTU Success

Contact Name: \_\_\_\_\_ Patrick Steed Contact Email: \_\_\_\_\_ petrucio.shakespeare@ttu.edu

**Detailed Purpose/Description of Event/Travel/Expense Request:**

Tshirts for members of student organization. Shirts will be worn during all organization functions and recruiting activities.

**Benefit to TTU and your organization:**

Shirts for members of organization will add to recruiting capabilities of University and support the activities of the organization

Other funding for this expense: \_\_\_\_\_ \$499.00 from prior fundraising activities.

Amount requested from SGA: \_\_\_\_\_ \$300.00

*Please feel free to attach additional information*

# General Reimbursement Form

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- ❑ Fill out form and attach the necessary documentation – itemized receipt, paid invoice, if needed include artwork design
- ❑ To request a reimbursement organization MUST have a R#. Once submitted organization will receive a check or direct deposit. It is the responsibility of the treasure to disburse the funds to the appropriate individual.

TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
GENERAL REIMBURSEMENT FORM

Students for TTU Success	2032	09/01/2022
Name of Organization	Mail Stop	Date
Teresa Davis	SGA	843.2513 NA
Name of Advisor	Department	Phone # Fax #
Teresa Davis		teresa.y.davis@ttu.edu
Name of Person to Contact for More Information	Phone # or Email Address	

Reimbursement is for:

\$ \_\_\_\_\_ Postage (what was mailed) \_\_\_\_\_

\$ \_\_\_\_\_ Copying/Printing (Must include a copy of Printing)

\$ 101.74 Office Supplies (Be Specific) pens, pencils, envelopes, etc

\$ \_\_\_\_\_ Room Rental/Equipment Rental

\$ \_\_\_\_\_ 100% of Recruiting Items (Expense Approval Form & Copy of the Design Required)

\$ \_\_\_\_\_ Banners/Signs (Copy of the Design required)

\$ \_\_\_\_\_ 100% of Recruiting T-Shirts (Expense Approval Form & Copy of the Design Required)  
Given Away  Sold

\$ \_\_\_\_\_ Advertising (Tear Sheet Required)

\$ \_\_\_\_\_ La Ventana Pages

\$ 130.00 Other (Be Specific) Registration for SGA conference

*Teresa Davis*

Advisor's Signature

*Mark Smith*

Student Organization's President Signature

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**Remember: SGA DOES NOT REIMBURSE STATE SALES TAX.**

**Attach all ORIGINAL receipts, proof of payment and supporting documents.**

**Call Teresa Davis at 742-3631 or e-mail her at [teresa.y.davis@ttu.edu](mailto:teresa.y.davis@ttu.edu) if you have any questions.**

# Vendor Setup

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Orgs **must** be established as a vendor to receive a reimbursement.

- ❑ All organizations must have a tax ID or EIN number. If your org has a checking account the tax ID is already established, org bank can provide tax ID number. To apply for a tax ID number visit the “SGA website under Funding Overview”. The advisor’s SSN will need to be used to establish a tax ID. Once you receive tax ID number treasure will fill out “TTU Vendor Setup Form”.
- ❑ For mailing address please use either advisors mail stop address or SGA address (Box 42032 - Lubbock, TX 79401). Reimbursements will be mailed to address provided.
- ❑ Treasure is required to sign vendor forms.
- ❑ Section G: It’s highly recommended to complete direct deposit section. Reimbursements will be received within days VS mailing a check.
- ❑ If an org needs to update information such as direct deposit or on-campus information, use the “Vendor Direct Deposit & Advance Payment Notification form for Existing Vendors” located on the SGA website
- ❑ Once setup is completed organization will receive an R#.

*Email all forms to Teresa Davis*



TEXAS TECH UNIVERSITY\*

# Vendor Setup Form

Submit form to vendor.services@ttu.edu

[Print Form](#)

## W9 Request for Taxpayer Identification Number and Certification

### Section A: Vendor Information (required)

Vendor Name/ Legal Name   
*(Business or Individual)*

Doing Business As (if different from above)

Check if non-resident alien\* Home Country  \*Do not complete Section D if a non-resident alien or foreign vendor. A W-8BEN or W-8BEN-E is required in place of this section for all foreign vendors.

Physical/Mailing Address	Remittance Address (address for payment remittance)
Street <input type="text"/>	Street <input type="text"/>
City <input type="text"/>	City <input type="text"/>
State <input type="text"/> Zip Code <input type="text"/>	State <input type="text"/> Zip Code <input type="text"/>

Individual or Business Phone Number  Toll-Free Number (if different)

### Section B: W9 Request for Taxpayer Identification Number (required if US Citizen/Entity\*)

Employer Identification Number (EIN)  \*If you are not a US Citizen or US Entity and do not have an EIN or SSN, please skip this section and continue to Section C.  
or  
Social Security Number (SSN)

### Section C: Type of Purchase and Vendor (required)

Type of Purchase  Materials/goods  Services  Combination of goods and services  Medical/legal  Other

Type of Vendor (select one only)

<input type="checkbox"/> Individual/Sole Proprietor or Single-Member LLC*	<input type="checkbox"/> LLC taxed as Corporation	<input type="checkbox"/> Federal Agency
<input type="checkbox"/> Partnership**	<input type="checkbox"/> LLC taxed as S Corporation	<input type="checkbox"/> Foreign Business/ Individual
<input type="checkbox"/> S Corporation	<input type="checkbox"/> LLC taxed as Partnership**	<input type="checkbox"/> Trust/Estate
<input type="checkbox"/> C Corporation	<input type="checkbox"/> State Agency	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Other <input type="text"/>

Exemptions (see instructions on Page 4, Section C):  
 Exempt payee code (if any):   
 Exemption from FATCA reporting code (if any):

If TX Corp, TX Ltd Partnership, TX Prof. Assn., or TX Prof. Corp., enter charter file number

### Additional Information (required for Individual/Sole Proprietors\*, Single-Member LLCs\*, Partnerships\*\*, or LLCs Taxed as a Partnership\*\*)

\*If you selected Individual/Sole Proprietor or Single-Member LLC above, please provide the individual's name and Social Security Number (SSN):  
Individual's Name   
SSN

\*\*If you selected Partnership or LLC Taxed as Partnership above, please provide the partners' names and Social Security Numbers (SSN). If the partner is a business, use the Employee Identification Number (EIN):  
Partner's Name   
SSN/EIN   
Partner's Name   
SSN/EIN

Vendor Setup Form

**Section D: W-9 Request for Certification (required if U.S. Person/Entity\*)**

Under penalties of perjury, I certify that:

(1) the number shown on this form is my correct taxpayer identification number or I am waiting for a number to be issued to me and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS notified me that I am no longer subject to backup withholding, and (3) I am a U.S. citizen or other U.S. person and (4) the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Further Instructions: You must cross out item 2 in the above paragraph if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions for Part II of the IRS W-9 Form.

Signature of U.S. Person (required)  Date   
Printed Name

\*Section D is not required for non-resident aliens or foreign vendors. A W-SBEN (for individuals) or W-SBEN-E (for entities) is required in place of this section. These forms are available upon request.

**Section E: Purchase Order Setup (required)**

Please check your preferred method of receiving purchase orders (select one only)  E-Mail  Fax

E-Mail (if preferred)  Fax Number (if preferred)

**Section F: Historically Underutilized Business (HUB)/Federal Business Special Classifications**

Federal Business Classifications

Certified by SBA as small disadvantaged business  Veteran owned small business  
 Certified by SBA as a HUBZone small business  Large business enterprise  
 Woman owned small business  Not-for-profit  
 Minority owned small business (other than woman)  Other

Texas HUB Classification

Texas Certified HUB  
HUB Type   
HUB Number

Under 15 U.S.C. § 645(d), any person who misrepresents its size status shall (1) be punished by fine, imprisonment, or both; (2) be subject to administrative remedies; (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

**Section G: Payment Information**

Please choose one of the following options for receiving payment and complete the required sections for that payment option:

SUA (Single Use Account virtual credit card): Payment term is net 5. Complete Section I.  
 ACH (direct deposit): Payment term is net 15. Complete Sections H, J, K, and L.  
 Paper Check: Payment term is net 30. No further sections are required.

**Section H: International Payments Verification (required)**

Will these payments be forwarded to a financial institution outside the United States?

Yes\*  
 No

\* If "YES", also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227) If "NO", continue to Section J.



**Section I: SUA Payment Option**

SUA Contact Name

SUA Contact Phone Number

SUA Payment Notification E-Mail\*

\*An email address is required for the SUA payment notification. We recommend a central email address, such as accountsreceivable@vendormame.com

*I declare that I have examined the SUA information above and to the best of my knowledge and belief it is true, correct, and complete. Note: All payments will be made in compliance with State of Texas Laws.*

Signature for SUA Approval  Date

Printed Name

**Section J: Direct Deposit Payment Option (for US institutions only)**

Financial Institution Name

Routing Number  Account Type  Checking  Savings

Account Number

MEMO:

⑆000000000⑆ 0000000000⑆ 1355

Routing Number Account Number Check

**Section K: Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (required for direct deposit)**

I hereby authorize Texas Tech University to deposit by electronic transfer, payments owed to me and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Texas Tech University shall deposit the payments in the financial institution and account designated above. I recognize if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and Texas Tech University's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended, or repealed.

Authorized Signature (required)  Date

Printed Name

Remittance E-Mail

*By providing an E-Mail address, I authorize notifications of payment(s) posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.*

**Section L: Authorization for Direct Deposit for The Texas Comptroller of Public Accounts on behalf of Texas Tech University (required for direct deposit).**

I authorize the Texas Comptroller of Public Accounts to electronically deposit my payments from the state of Texas to my financial institution. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

To sign up for Advance Payment Notification (APN) you can go to <https://fmxcpa.texas.gov/fmx/payment/resources/search.php>

Authorized Signature (required)  Date

Printed Name

**Section M: Existing Account Information (Changes Only)** Insert the banking information currently on file for verification purposes.

Routing Number  Account Type

Account Number   Checking  Savings

## Instructions for Preparing the Vendor Setup Form

**Section A - *Vendor Information:*** Provide the vendor's basic information so that it may be entered into the vendor system. Please note that the Vendor name and Tax ID are required information items. Remit To: provide an alternate address for remittance of payments.

***Foreign Vendor Confirmation:*** Vendor shall confirm if they are a foreign vendor and their home country if applicable. (Note: Additional tax documents may be required if vendor has a foreign status. E-mail: vendor.services@ttu.edu for questions.)

**Section B - *W9 Request for Taxpayer Identification Number:*** Provide the IRS-registered taxpayer identification number. This number will either be an EIN (Employer Identification Number) for business entities or a SSN (Social Security Number) for individuals.

**Section C - *Type of Purchase:*** Vendor shall identify if they provide tangible goods, services, a combination of both, or medical/legal services.

***Type of Vendor:*** Vendor shall identify which one of the following vendor classifications they qualify as: individual/sole proprietorship or single-member LLC, partnership, C corporation (provide the corporate charter number, if applicable), S Corporation, LLC taxed as corporation, LLC taxed as S corporation, LLC taxed as a partnership, non-profit (501 C), state agency, federal agency, or foreign business/individual. If the vendor is an individual/sole proprietor or single-member LLC, provide the name and social security number of the individual/owner. In the case of a partnership, provide the partners' names and social security numbers.

***Exemptions:*** Vendors that are exempt from backup withholding and/or FATCA reporting, must enter in the Exemptions box any code(s) that may apply. See the *Exempt payee code and exemption from FATCA reporting code on page 3 of the IRS W-9 Form.*

**Section D - *W-9 Request for Certification:*** Provide the taxpayer information as required for initial vendor set up. This section of the form will have to contain either a physical signature or adobe certified e-signature to conduct business with the University. This section should not be filled out if non-resident alien or foreign vendor.

**Section E - *Purchase Order Setup:*** Include the E-Mail or fax number to which the vendor would prefer purchase orders be sent. As a reminder, the University requires a purchase order or a credit card for any purchase made by a University employee.

**Section F - *Historically Underutilized Business (HUB)/Federal Business Special Classifications:*** Identify any special classifications that the vendor holds. Please identify all federal classifications (more than one classification may apply). If the vendor is qualified as a State of Texas Historically Underutilized Business (HUB), please provide the HUB number.

**Section G - *Payment Information:*** The vendor shall choose whether to receive payment via SUA (Single Use Account virtual credit card), ACH (direct deposit), or paper check. Payments can be sent via check to domestic vendors, but this is not a preferred payment method. If the SUA payment method is chosen, the vendor only needs to complete Section I. If the ACH method is chosen, the vendor can skip Section I and only complete sections J, K, and L. If paper check is chosen, no further sections are required.

**Section H - *International Payments Verification:*** Payment Destination: Select YES or NO to indicate if state payments will be forwarded to a financial institution outside the U.S. Note: If yes, the payee must also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227). A Wire Transfer Form may be required if it is determined form Form 74-227 that 100% of the funds will be sent outside the U.S. Contact vendor.services@ttu.edu to request the Wire Transfer Form.

**Section I - *SUA (Single Use Account) Payment Option:*** This is a virtual credit card payment method that is operated by the university's chosen financial institution, currently JP Morgan. Payment term is net 5. Upon agreeing to accept SUA payments, you will be provided the first seven digits of the SUA account number. These numbers are static and located in the SUA certified JP Morgan confirmation follow-up email. When payment is issued, a certified JP Morgan email will be sent to the confirmed email address notifying that a payment is ready for processing. It will contain a unique nine digit account number, expiration date, and remittance information for the invoice being paid. You will then enter the full account number (the original seven digits plus the unique nine digits) and any other required information into your credit card payment processing system.

**Section J - *ACH (Direct Deposit) Payment Option:*** Payment term is net 15. Completion by financial institution is recommended. Important: Your direct deposit account information may be different from the account information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit account information. Note: The University receives funding from various sources. Each type of funding (University, State of Texas, Federal, Grant) will be handled differently. For vendors receiving State appropriated funds, those funds will be processed through the Texas Comptroller of Public Accounts on behalf of Texas Tech University. If the vendor elects to receive paper checks, the vendor will receive a separate check for any portion paid on appropriated funds and a separate check for any portion paid on any other type of funding (University, Federal, Grant). If the vendor elects to receive direct deposits and advance payment notifications, those payments will process through different sources. Therefore, it will be required that the vendor authorize direct deposits for both the Texas Comptroller of Public Accounts and Texas Tech University.

**Section K - *Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required for Direct Deposit):*** Provide the authorized signature, printed name, date, and email to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and emails are sent one business day prior to the deposit.

**Section L - *Authorization for Direct Deposit Setup for the Texas Comptroller of Public Accounts on behalf of Texas Tech University (Required for Direct Deposit):*** Provide the authorized signature, printed name, and date in order to be setup for direct deposit by Texas Tech University for payments processed through the Texas Comptroller of Public Accounts on behalf of Texas Tech University.

**Section M - *Existing Account Information (Changes only):*** Enter the Routing number, Account number, and select the Account type that are currently on file with Texas Tech University and the Comptroller's office. This will help us confirm the legitimacy of the change.

# Purchase Request Form

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To submit a requisition to purchase merchandise thru TTU-SGA system.

- Fill out form, obtain org signatures.
- Must attach quote/sales order, artwork, web basket, etc.
- After order is received vendor will be paid directly from SGA-TTU.
- If you submit an invoice with this form, it will be assumed the org has received the product. Invoice will be processed as an “After-the-Fact” and could take up to two weeks to pay the vendor.

TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
PURCHASE REQUEST FORM

Students for TTU Success			09/01/2022
Name of Organization		Date	
Teresa Davis	SGA	843-2513	2032
Name of Advisor		Phone #	Org Mail Stop
Teresa Davis		teresa.y.davis@ttu.edu	
Name of Person to Contact for More Information		Phone # or Email Address	

Purchase  
Request  
Form

**Payment is for:**

\$ \_\_\_\_\_ Copying/Printing (Must include a copy of Printing)

\$ \_\_\_\_\_ Office Supplies (Attach print-out of specific items to be purchased)  
These items will be purchased from Staples if available.

\$ \_\_\_\_\_ Room Rental/Equipment Rental

\$ \_\_\_\_\_ 100% of Recruiting Items (Copy of the Artwork Required)

\$ \_\_\_\_\_ Banners/Signs (Copy of the Artwork required)

\$ 499.00 100% of Recruiting T-Shirts (Copy of the Artwork Required)  
Given Away  Sold

\$ \_\_\_\_\_ Other (Be Specific) \_\_\_\_\_

**Vendor Information:**

Vendor Name Advance Graphix

Address Lubbock, TX 79401

Invoice/Reference Number 98652

Teresa Davis  
Advisor's Signature

Mark Smith  
Student Organization's President Signature

**Remember: WE DO NOT REIMBURSE STATE SALES TAX.**

**Attach all ORIGINAL receipts and supporting documents, if not reimbursement will not be processed.**

**If you have any questions please contact Teresa Davis at 742-3631 or e-mail her at [teresa.v.davis@ttu.edu](mailto:teresa.v.davis@ttu.edu)**

# Guest Speaker Contract & Reimbursing Travel Expenses

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- ❑ Fill-out contract for “Speakers and/or Professional Services” form
- ❑ If paying Speaker Fees and/or reimbursing travel expenses to speaker.  
Speaker must fill out before event:
  - Independent Contractor Questionnaire form
  - Vendor Setup FormForms are located on SGA web site.

*Please make sure you use the forms located on the SGA website  
as they are the most up-to-date forms*

# Guest Speaker Contract

## CAMPUS ORGANIZATIONS-CONTRACT FOR SPEAKERS AND/OR PROFESSIONAL SERVICES

Name of Organization: Student Government Presentation Date: 09/15/2014

Joseph Hill 111-11-1111  
Professional's Name Social Security Number

Is Professional a United States citizen or permanent resident alien?  Yes  No  
(If No please refer to Page 9 & 10 of the Funding Handbook)

Is Professional a current TTU/TTUHSC Employee?  Yes  No  
(If Yes, SGA cannot pay/reimburse them)

123 Akron Ave. Dallas TX 88888  
Professional's Home Mailing Address City State Zip

Presentation Topic (Please be Specific) How bacteria grows in dirt

Audience TTU Students & faculty in the Biology Department

### Expenses:

Professional Fee \$ \$500 Lodging Expenses \$ \_\_\_\_\_

Travel Expense \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_

Number of hours per day the person spent performing the service \_\_\_\_\_

TOTAL Reimbursement to be paid to Professional \$ \$500

### **PAYMENT OF PROFESSIONAL AND/ OR SPEAKER FEE AND REIMBURSEMENT OF TRAVEL EXPENSES WILL GO DIRECTLY TO SPEAKER**

Joseph Hill  
Professional's Signature

Teresa Davis  
Advisor's Signature

Patrick Steed  
Organization President's Signature

# Guest Speaker Airfare &/or Lodging

If organizations need to purchase airfare or lodging for guest speakers, SGA will process directly through one of the university's travel agencies.

- Fill out form and obtain signatures
- Attach a copy of the speaker's flight preference plus guest birthday and name as it appears on their license
- For hotel reservation provide check-in and check-out date
- If SGA arranges hotel reservation – organization receive state rate

*SGA will not reimburse org/students/advisor for travel expenses paid for guest, according to SGA policies and procedure.*

*Guest  
Speaker  
Airfare  
&  
Hotel*

**Guest Speaker Airfare and Hotel Form**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

\_\_\_\_\_  
Professional name (as it is written on Driver's License for airfare) \_\_\_\_\_ date of birth

Is Professional a United States citizen or permanent resident alien? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If No please refer to Page 9 & 10 of the Funding Handbook)

Is Professional a current TTU/TTUHSC Employee? \_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes, SGA cannot pay/reimburse them)

\_\_\_\_\_  
Professional's Home Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Presentation Topic (Please be Specific): \_\_\_\_\_  
\_\_\_\_\_

Location of Event: \_\_\_\_\_

**Expenses:**

Lodging Expenses \$ \_\_\_\_\_ Arrival/Departure Dates: \_\_\_\_\_

Airfare Expense \$ \_\_\_\_\_

Flight Preferences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total \$ \_\_\_\_\_

**PAYMENT OF AIRFARE AND HOTEL WILL BE MADE  
PAYABLE DIRECTLY TO THE RESPECTIVE VENDOR**

*Teresa Davis*  
\_\_\_\_\_  
Advisor's Signature

*Patrick Steed*  
\_\_\_\_\_  
Organization President's Signature

Org Contact person: \_\_\_\_\_



# Contingency Funding

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- ❑ To fund “new” student organizations (newly formed or orgs who have not been funded by SGA within the past three years)
  
- ❑ To provide current org additional funding who have utilized their allocation provided for the fiscal year
  - May request up to 25% of their original allocation.
  - *After original allocation has been exhausted or very minimal amount remaining to be used.*
  - *May apply for contingency funding in Spring.*

One application per year (September through August) for ONE **unexpected** event or expense **NOT previously included on budget application**. Contingency Funding is made for specific events.

# Contingency Funding Form

Due to SGA at least 10 days prior to an event / 3 weeks prior to travel

# Contingency Funding

Organization Name: \_\_\_\_\_

Contact Name: Student Government Association Contact Email: \_\_\_\_\_

Organization President's Signature: Patrick Steed \_\_\_\_\_ Patricio.steed@ttu.edu

Organization Advisor's Signature: Patrick Steed \_\_\_\_\_

Date of Event/Travel: Teresa Davis \_\_\_\_\_

Purpose/Description of Event/Travel/Expense Request: NA

\_\_\_\_\_  
\_\_\_\_\_  
We are having a recruitment event and would like to have t-shirts made to be given out.  
\_\_\_\_\_  
\_\_\_\_\_

Benefit to TTU and your organization: \_\_\_\_\_  
\_\_\_\_\_  
TTU and SGA will be promoted  
\_\_\_\_\_  
\_\_\_\_\_

Other funding for this expense: \_\_\_\_\_

Amount requested from SGA: No other funding will be available

Please feel free to attach additional information: Up to 25% of current year funding

*SGA Office Use Only*

Approved or Denied \_\_\_\_\_

Amount approved: \_\_\_\_\_

\_\_\_\_\_  
Student Government Association President

\_\_\_\_\_  
Date

Date Received by SGA:
-----------------------

# Payments to an International Visitor

- You **MUST** contact Michael Johnson in Office of International Affairs at 806-742-3667 ***BEFORE*** inviting this visitor to campus to ensure that he/she will have a payable visa type.
- Refer to the Funding Regulations Handbook to see the list of items Michael will need to know when you call him.
- Must allow 2 months in advance to have visitor set up in the Texas Tech System.

# Payment to TTU Entities

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- ▶ The org will submit the purchase request form and attach the contract or quote.
- ▶ SGA will email the contract back to the service department and provide the account number (FOP) to charge
- ▶ The Org will need to follow-up with the service department to be sure that all information needed was received.

# TTU Entities Available

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## ▶ Rentals

- United Supermarkets Arena
- Alumni Merchet (no food)
- Frazier Pavilion (no food)
- Vehicle rental through the Physical Plant (trips only)

## ▶ Printing/Copying

- Copy Services kiosk in the SUB basement.

## ▶ Advertising

- La Ventana

# TRAVEL INSTRUCTIONS

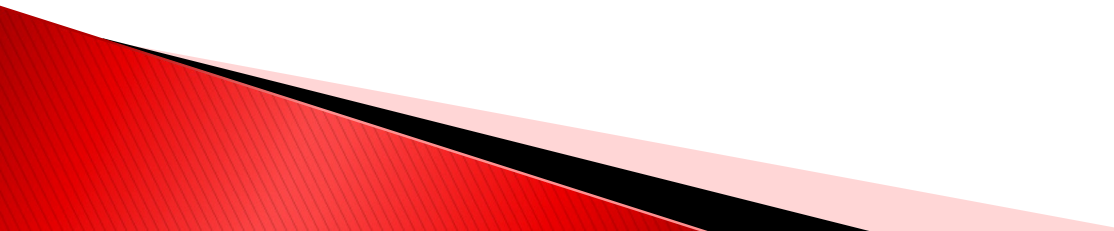
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# Group Travel

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- ❖ Fill out the travel application. Attach conference or event itinerary (per Travel Services)
- ❖ Attach a *copy* of the Student/Participant Release & Indemnity Agreement form from *each* student traveling.
- ❖ Provide a compiled list of students attend trip with following information. Names, R numbers, emergency contact information, & residency status (international students only). Student enrollment status with the university will be verified by SGA before approval is given. If the application is submitted without the names and R#, the application will not be processed which could cause delay for travel funding to be approved

***SGA will NOT pay any expenses for individuals who are not currently enrolled with active status and good standing with the university***

- ❖ Travel Advance Card – can be requested. Make sure you write “Travel Advance Card Request” at the top of your application.
    - There is a strict policy with this option. If abused or not followed the org will not be allowed to use it again.
    - Only be used for hotel, gas, registration, etc. Cannot be used for food.
  
  - ❖ Submit completed Travel Application packet to Teresa in the SGA office:
    - Due 3 weeks prior to the trip
    - *Applications may be denied if received inside the 3-week window*
- 



# Group Travel Application

## TEXAS TECH STUDENT GOVERNMENT ASSOCIATION GROUP TRAVEL APPLICATION (Organization's Travel Application for SGA Office Only)

Organization Name Students for TTU Success Date 9/25/10  
Advisor's Full Legal Name Teresa Davis Mail Stop 2032  
Advisors Phone # 742-3631 Advisor's Fax # 742-0170  
Advisor's Tech ID# R00524521 Destination Los Angeles, CA

\*\*\*\*\*Estimated Expenses\*\*\*\*\*  
Airfare 650.00 Registration Fee \_\_\_\_\_ Public Transportation \_\_\_\_\_  
Fuel \_\_\_\_\_ Lodging 250.00 Meals 250.00 Rental Car \_\_\_\_\_ Other \_\_\_\_\_  
\*\*\*\*\*  
Date Leaving 10/29/10 Time Leaving 7:00 a.m. a.m. or p.m.  
Date Returning 11/1/11 Time Returning 10:00 p.m. a.m. or p.m.  
Number of Students traveling (advisors not included) 5

\*\*\*PLEASE ATTACH A LIST OF STUDENTS ATTENDING, THEIR STUDENT ID NUMBERS, EMERGENCY CONTACT INFORMATION, and RESIDENCY STATUS OF ANY INTERNATIONAL STUDENTS\*\*\*

Detailed Purpose of Trip (include names of conventions, seminars, name of paper presented, etc.)  
Travel to Los Angeles, CA, to recruit at the 200<sup>th</sup> Annual Successful Student Conference.

Amount to be Allocated for this trip from your Lump Sum? \$1150.00

Are you requesting funding for this trip from any other department on campus? YES  NO   
If YES, Department Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ FOP \_\_\_\_\_  
Amount \_\_\_\_\_



ARE YOU REQUESTING A PO? YES  NO   
(Organization advisor must make prior arrangements with Carl Babitze in order to choose this option)

Teresa Davis  
Advisor's Signature

Patrick Steed  
Student Organization President's Signature

# Airfare and Hotel

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## Hotel –

- In state travel – ONLY the room rate paid will be reimbursed
- Out of state travel – room rate and taxes will be reimbursed
- Airbnb – SGA will not reimburse any cleaning or service fees
- Must submit a receipt reflecting full payment showing zero balance (reservation confirmation will not suffice)
- TTU Choice Hotels Preferred Rate (TTU contract) will receive discount

## Airfare –

- Receipts from Expedia, Orbitz, Travelocity, etc. are accepted
- Email confirmations serve as your receipt if a payment method is included. Turn in all pages.
- Tech has contract with Southwest, flight must be book by Ms. Davis.
- SGA can purchase flights if needed. Please contact Teresa Davis no less than 4 weeks in advance for required information.
- If SGA books flights for you whether it is through SWABIZ or a travel agent, you MUST contact Teresa to make changes to the ticket.



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Have Elite Status with another hotel program? [We'll match it!\\*](#)

**For any questions or if you need assistance, please contact:**  
**Cindy O'Connor – Government Account Manager**  
[Cindy.oconnor@choicehotels.com](mailto:Cindy.oconnor@choicehotels.com); 214-682-4006

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- OR call 800.424.6423 (800.4CHOICE) and give **Texas Tech University Preferred Rate ID 00038360**
- Once you enroll in Choice Privileges, enter the **Texas Tech University Preferred Rate ID 00038360** in the Company information section of your online profile:  
**My Account > Update Profile > Corporate Rates.**



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# Rental Cars

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- ▶ Texas Tech State contracts are:
  - Avis
  - Budget
  - Enterprise/National – identified \_UTS733 pin TEX
  - Hertz
- ▶ Must reserve online to receive state rate. Vehicle must be in name that appears on credit card, expense will be reimbursed upon return. State contract covers the vehicle insurance.
- ▶ If non-contracted company is used, insurance will not be reimbursed AND justification will have to be provided as to why a contract vendor was not utilized.

# Allowable Travel Expenses

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- Gas
- Lodging (including out of state hotel tax only)
- Rental Car
- Airfare
- Meals (receipts must be **itemized** – per diem is not allowed under the Student Affairs Travel policy)
- Public Transportation
- Registration Fees
- Parking

# non ~ Allowed Travel Expenses

---

- ▶ Research presentation travel
- ▶ Alcohol
- ▶ Tips or gratuity
- ▶ Texas state sales tax on hotels
- ▶ Insurance for travel outside the US
- ▶ Room service
- ▶ Internet/Wi-Fi fee
- ▶ Cleaning/service fees

# Sample List of Travelers

---

Name	R#	Emergency Contact	Contact Information
Mickey Mouse	R00000001	Walt Disney	800-428-1123
Donald Duck	R00052712	Daisy Duck	465-555-8977
Pluto	R00652154	Minnie Mouse	331-654-8195
Goofy	R00634871	Petunia	806-637-7944
Simba	R00159223	Rafiki	925-756-3862

This list must be submitted with the travel application form so SGA can verify academic standing for each student traveling.

Travel Services will not approve without this information.

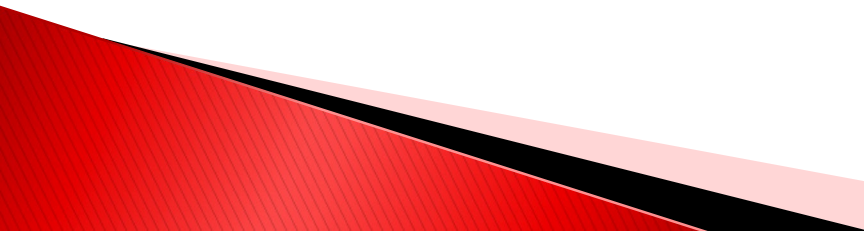
# Student Affairs Travel Policy



# Travel Policy

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- ❖ Organizations must abide by the Student Affairs travel policy which is consistent with TTU OP 79 (*our division does not allow food per diem – must have itemized meal receipts*)
- ❖ All student travelers are bound by the Code of Student Conduct of TTU – Part1 Section D
- ❖ *Each student traveling utilizing university funding must be active and in good standing*
- ❖ 2/3 Rule – A maximum of 2/3 of an organization's allocation may be used for travel expenses, including, but not limited to, hotel, gas, airfare, meals, & registration. If more than 2/3 of the organization is participating, then the organization may use up to 100% of their allocation for travel

- ❖ *SGA is a supplemental source of funds for travel .*
  - ❖ Organization's travel applications are submitted under advisors name
    - Per the Student Affairs travel policy and Texas Education Code 51.950 any student/student organization (utilizing university funding to travel) must be sponsored by a university employee.
      - The advisor will receive the cash advance (if requested) and the travel reimbursement then distribute to treasure.
  - ❖ Advisor travel expenses may **not** be reimbursed on SGA funds.
  - ❖ All signatures in the travel system are electronic
    - Advisors will receive an email once the travel voucher has been submitted. Advisor must log in to the travel website (through [raiderlink.ttu.edu](http://raiderlink.ttu.edu)) to “sign my voucher”. (Link will be provided in the email from Travel Services)
- 

# If Receive Cash Prizes / Awards for Competitions

---

- Any cash prizes/awards must be disclosed to SGA upon receipt
- The amount of the cash prize will either need to be returned to SGA or offset the funding received from SGA for travel expenses
- Failure to do so is a violation of state law and will affect the funding your organization receives in the future

# Sample Letter from Advisor

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To: Group Sponsors

From: Travel Services

Date:

Re: Group Sponsor Approval

Your signature on this form acknowledges that you agree to sponsor Texas Tech University students for official TTU business. As group sponsor you are also acknowledging that you are responsible for disbursement of travel funds. Your signature on this form is valid for FY\_\_\_\_\_. If your status changes or you wish to be removed as a group sponsor please contact your preparer.

Please attach a list of all students who will travel with your group including R#'s. These forms will be kept on file in Travel Services for the remainder of the FY. If you have any questions or concerns please contact us.

\_\_\_\_\_  
Group Sponsor Signature                      Date

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Preparer for Group Travel                      Date

# Return From Travel

# Group Return Travel Form

---

Fill out form and attach all original *itemized* receipts.

- Make sure meal receipts are itemized. If they are not, they will not be reimbursed.
- Make sure the hotel and rental car receipts have a zero balance.
- Turn the form and receipts into the SGA Office within 5 business days!
- *Failure to follow this policy could cause your org to be prohibited from using funds to travel in the future!*

# Receipts

---

- ❖ Name AND location of the business and/or restaurant must be clearly stated
- ❖ Uber/Lyft/taxi/rideshare receipts MUST include to/from location for verification purposes as well as payment information (SGA does not pay for Entertainment expenses)
- ❖ Please DO NOT tape or staple receipts – simply place them in an envelope or paperclip

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
GROUP RETURN FROM TRAVEL FORM**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Full Legal Name \_\_\_\_\_ Advisor's Tech ID # \_\_\_\_\_

Advisor Mail Stop \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Destination of Trip \_\_\_\_\_

Did you receive a Cash Advance - Yes \_\_\_\_\_ No \_\_\_\_\_ Other Funding - Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, Department Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ FOP \_\_\_\_\_

Amount \_\_\_\_\_

Date Left \_\_\_\_\_ Time Left \_\_\_\_\_ a.m. or p.m.

Date Returned \_\_\_\_\_ Time Returned \_\_\_\_\_ a.m. or p.m.

We earnestly appreciate your time and commitment to assist TTU and TTUS to maintain compliance with our statutory requirements.  
 Hotel name and address \_\_\_\_\_  
 Room numbers for travelers \_\_\_\_\_  
 (This information collected is to reach out to the proper Law Enforcement Agencies for information as to whether any Clergy reportable crimes occurred in those Cities/Hotels stayed in.)

Names of all Students who completed trip: \_\_\_\_\_

\*\*\*\*\*EXPENSES\*\*\*\*\*

Total Registration \$ \_\_\_\_\_

How many Students \_\_\_\_\_

Total Gas Receipts \$ \_\_\_\_\_

Total Rental Car \$ \_\_\_\_\_

Total Airline Costs \$ \_\_\_\_\_

Total Public Transportation \$ \_\_\_\_\_

Total Lodging \$ \_\_\_\_\_

How many Nights \_\_\_\_\_

Total Actual Meals \$ \_\_\_\_\_

How many Days \_\_\_\_\_

Any Other Expenses \$ \_\_\_\_\_

**TOTAL EXPENSES OF TRIP** \$ \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Organization President's Signature \_\_\_\_\_

\*\*\*\*\*

- By signing this form, you are stating that all policies and procedures have been followed.
- REMINDER TO ORGANIZATION: Please attach all receipts and supporting documents. Return this form with all original receipts (including original airline tickets) to the SGA Office within 5 calendar days of return from your trip.
- A check will be required if funds are left from the cash advance once the voucher has been filed.  
 If you have any questions please call Teresa Davis  
 at 742-3631 or Teresa.y.davis@ttu.edu

Must include hotel name and address and room #'s

Group  
Return  
Travel  
Form



# Last Day to utilize SGA Funds

Friday, August 1, 2024

All payment and reimbursement request must be submitted by 5:00 p.m.

Travel is the *only* exception to the final deadline – if trip takes place between Aug. 10–31 – must discuss with Teresa to make sure policies are followed

# If org DOES NOT use all of funding allocation

---

- The Budget & Finance committee reviews orgs spending history when determining allocation for up coming year.
  - Current fiscal year – allocation only
  - Three previous fiscal years – allocation, contingency awards, penalties and remaining balance
- A penalty may be applied if allocation is not spent.

*The usage of funding is a huge factor in determining next years funding.*

# Common Questions

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# Timeline for Processing Request

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*SGA President reviews/approves ALL expenses before they are processed within 2 weeks*

## ▶ Travel

- Travel Reimbursements issued to advisor 2–3 weeks after travel voucher is received by Travel Services
- Travel Advance Card issued 3 days before trip.

## ▶ Purchase Requests

- Reimbursements to the organization are processed within 3 weeks.

▶ **Guest speakers**

- If guest pays travel expenses reimbursement is processed 2 weeks after presentation.
- If SGA processes airfare and/or hotel will be completed 30 days in advance.
- Speaker Fee (only)
  - If paperwork is submitted **four weeks** prior to presentation date the fee will be issued after they presented.
  - If paperwork is submitted on the day of (or after) presentation it could take up to 30 days.
  - International processing is 60 days.

▶ **General Reimbursements**

- Reimbursements are processed within 2 weeks. If org does not have R# processing will be delayed.

# Fund Raising Events

Orgs may host “Give Back Nights” with various restaurants. Establishment may request a “tax exempt” form

- *The org needs to retrieve a W9 form from [www.irs.gov](http://www.irs.gov)*
  - *Use their own tax ID number and contact information*
  - *Provide the W9 to the vendor for tax purposes*

Organizations cannot use TTU’s tax ID number

# SGA Communication

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- ▶ SGA Website (Funding Overview Page) – *always up to date with information – needs to be the first go-to resource for orgs*
- ▶ Tech Announcements – *Tuesdays only!* – *for any approaching trainings/deadlines*
- ▶ TechConnect – reply's will be posted to forms in TechConnect. Such as: SGA Funding Contract 2024–2025; SGA Budget Application 2024–2025; SGA Funding Training 2023–24; etc

## ▶ Home page to SGA Funding:

<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/>

- Check Org's Balance
- Funding Handbooks
- Important Dates & Information
- Forms
- Other University Funding

## ▶ Treasurer Transfer Checklist

- Keep within your organization
- Has pertinent information to provide to incoming officer(s)

## ▶ Fundraising Ideas

## ▶ Student Affairs Travel Policy



# Funding Coordinator

---

The Budget & Finance Committee serve as Funding Coordinators

- ▶ They will serve as the liaison between the SGA Account Manager, Teresa Davis and the organizations.
- ▶ Their duties are:
  - Meet with the organizations as needed
  - Ensure completion of yearly funding training
  - Ensure completion of the funding application process (for the upcoming fiscal year)

*<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/fundingcoordinators.php>*



*Teresa Davis*  
*Business Manager*

# Funding Contract & Budget Application Process

# Requirements to Apply for Funding

---

- Must be currently registered as a student organization
- Must meet Risk Management compliance
- To check your **registration** and **risk management** status, contact the Center for Campus Life at 742-5433  
<https://www.depts.ttu.edu/centerforcampuslife/>
- Or visit Tech Connect

# FY25 Funding Application Process

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## Funding for September 2024–August 2025

- ▶ Funding Request Process starts **September 18, 2023** at 8:00 a.m. Instructions are located on SGA website  
Apply on TechConnect
  - Three steps:
    - ~~Funding Contract – fill out and submit in TechConnect. Then print and obtain signatures once completed submit to SGA office
    - ~~Budget Application – fill out and submit
    - ~~Sign up for a funding interview
  - *Step-by-Step instructions are provided on the SGA website as well as direct links to each of the three steps of this process*

Notification to Orgs via TechAnnounce (on Tuesdays) and SGA Website

# Deadlines & Timeline

# FY24 DEADLINES

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- **Funding Contract & Budget Application** due (**without penalty**) Friday, **December 1, 2023 by 5:00 p.m.**
- **Funding Contract & Budget Applications** received **between December 2, 2023 at 5:01 p.m. to January 15, 2024** will receive a **20% penalty** from the allocation decided upon by Budget & Finance Committee
- **Funding Interview Sign Up** (**without penalty**) starts **September 18, 2023 to December 16, 2023 at 5:00 p.m.**
- **Funding Interview Sign Ups** after **December 16, 2023 at 5:01 p.m. to January 13, 2024 at 5:00 p.m.** will receive a **20% penalty** from the allocation decided upon by Budget & Finance Committee
- **Organizations will not be allowed to sign up after January 13, 2024**

# FY24 DEADLINES – continue

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- ▶ **Interview process** – January 22, 2024 through February 2, 2024
  - Budget & Finance committee interview orgs
- ▶ **Allocation Weekend** – February 2–4, 2024
- ▶ **Creation of the Bill of Appropriations**
  - Senate approval/passage – March/April 2024
    - Must go through three readings before being passed by Senate
  - Usage of FY25 funding starts September 1, 2024

# Track Progress

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- **Funding Interview Schedule**

- Log into Qless application to Schedule interview. Application will send reminders.

- **Funding Contract and Budget Application Process**

- Orgs need to check the “Funding Application Process Tracking” spreadsheet (on the Funding Process page of the SGA website) to monitor what has been received.
- After allocations weekend (February 2–4, 2024) orgs can check posted spreadsheet for allocate FY25.
- If org wishes to appeal allocation refer to the Funding Process Handbook or the Funding Process page on the SGA website for procedure.
- After the third/final reading of the Bill of Appropriations the “Funding Application Process Tracking” spreadsheet will be updated on the Funding Process page with final allocation.
  - When Bill of Appropriations is passed it will be uploaded on the “Student Orgs Historical Allocations” page of the SGA website



# Contact Information

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## SGA Office Suites

Student Union Building,  
Room 302, 3<sup>rd</sup> Floor  
806.742.3631

Website:

[www.sga.ttu.edu](http://www.sga.ttu.edu)

Email: [sga@ttu.edu](mailto:sga@ttu.edu)

- ▶ **Teresa Davis**  
SGA Org Funding Account Manager  
742-3631 or 834-0458  
[teresa.y.davis@ttu.edu](mailto:teresa.y.davis@ttu.edu)
- ▶ **Preston Schmid**  
SGA Chief of Staff, SORC  
742-3631  
[pschmid@ttu.edu](mailto:pschmid@ttu.edu)
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[crumsey@ttu.edu](mailto:crumsey@ttu.edu)
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[cararrot@ttu.edu](mailto:cararrot@ttu.edu)  
Chair, Budget & Finance  
Committee  
742-3631