

Use of SGA Funds

Activities which may be funded include, but are not limited to:

1. Travel Expenses (hotel, transportation, meals, registration e.g.)
2. Speaker's fees & expenses (reimbursed to speaker only, cannot be reimbursed to the organization or advisor/department; we can pay for certain expenses ahead of time – airline, hotel)
3. General office supplies
4. Postage
5. Copying and printing (Copy of what was printed/copied required)
6. Event Room Rental
7. Organization Banners and Signs (including vinyl banners and organization displays) – Copy of the design required
8. Advertising (Tear sheet required)
9. Equipment Rentals
10. La Ventana Pages
11. Internal Publications (organization newsletter e.g.)
12. 50% of Recruiting Items (t-shirts, pens/pencils, mugs, koozies e.g.) – All recruitment items, including t-shirts, must solely be for the purpose of recruiting students to the organization; therefore, may only have the organization's name and/or logo. No other material, either expressly stated or implied, will be allowed on shirts paid for by SGA funds. (Request for Expense Approval Form and copy of the design required) Effective September 1, 2015, if SGA funding is being utilized for promotional/recruiting items then "Sponsored by Student Government Association" or SGA's official logo must be included at a reasonable size on the product. If it is not, then SGA will not provide funding for the expense.

Activities which CANNOT BE FUNDED include, but are not limited to:

1. Research Presentation/Poster or Paper Competition Travel or Advisor Travel Expenses, internship fees
2. Scholarships, awards, gifts, prizes
3. Fundraising projects solely beneficial to the organization
4. Operating expenses (telephone, subscriptions, salaries, copier rental, e.g.).
5. Fixtures, or furniture to decorate offices
6. Computers, printers, scanners, digital cameras, or hardware
7. Tents, tables, canopies, or camping equipment
8. Equipment of any kind
9. Club sports or any intramural expenses
10. Hotel room service/In room movies/DVD or VCR rentals/videos/tapes/internet access
11. Texas state sales tax
12. National or State Organizational Membership Dues
13. Donations of any kind
14. Publication subscriptions
15. Books, Handbooks, or Textbooks, including digital textbooks, unless authorized by SGA President (Request for Expense Approval Form Required)
16. Food, drink, decorations, or entertainment for banquets, receptions, meetings, buffets, parties, or other events.

Please Note: These lists are not all-inclusive. Other items may or may not be funded at the discretion of the Budget & Finance Committee and/or the President of SGA, and/or TTU Accounts Payables.