**Use of SGA Funds**

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

|  |  |
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| 1. | Travel Expenses (hotel, transportation, meals, registration e.g.) |
| 2. | Speaker’s fees & expenses (reimbursed to speaker and/or paid directly by SGA, cannot be reimbursed to 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 is required) |
| 6. | Organization Banners and Signs (including vinyl banners and organization displays) copy of the design required |
| 7. | Advertising (tear sheet required) |
| 8. | Equipment Rentals |
| 9. | La Ventana Pages |
| 10. | Internal Publications (organization newsletter e.g.) |
| 11. | 100% 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 organizations name and/or log. No other material, either expressly stated or implied, will be allowed on shirts paid for by SGA funds. Effective September 1. 2015, if SGA funding is being utilized for promotional/recruiting items then the following must be printed on items; “Sponsored by Texas Tech Student Government Association or SGA’s official log. If it is not, then SGA will not provide funding for the expense. |

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

|  |  |
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| 1. | Event Room Rental |
| 2. | Scholarships, awards, gifts, prizes |
| 3. | Fundraising projects are solely beneficial to the organization. |
| 4. | Operating expenses (telephone, subscriptions, salaries, copier rental, e.g.). |
| 5. | Fixtures or furniture to decorate officers |
| 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 |
| 16. | Food, drink, decorations, or entertainment for banquets, receptions, meetings, buffets, parties, or other events. |
| 17. | Research Presentation/poster or paper competition travel or advisor travel expenses, internship fees |

**PLEASE NOTE:** These lists are not all-inclusive. Other items may or may not be funded at the discretion of the Budget and Finance Committee and/or the President of SGA and/or TTU Accounts Payable.

revised: 04.04.2025