

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 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:

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.