

# Additional Funds Requests

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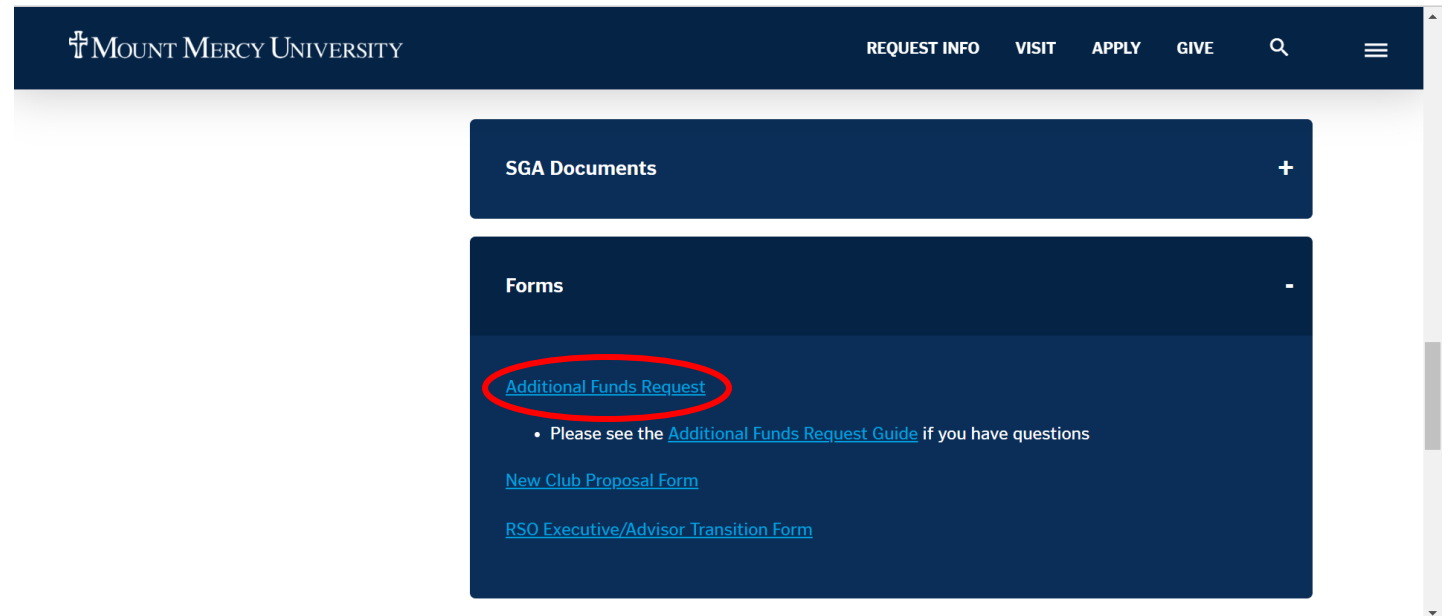
FALL 2022

# How to submit an additional funds request

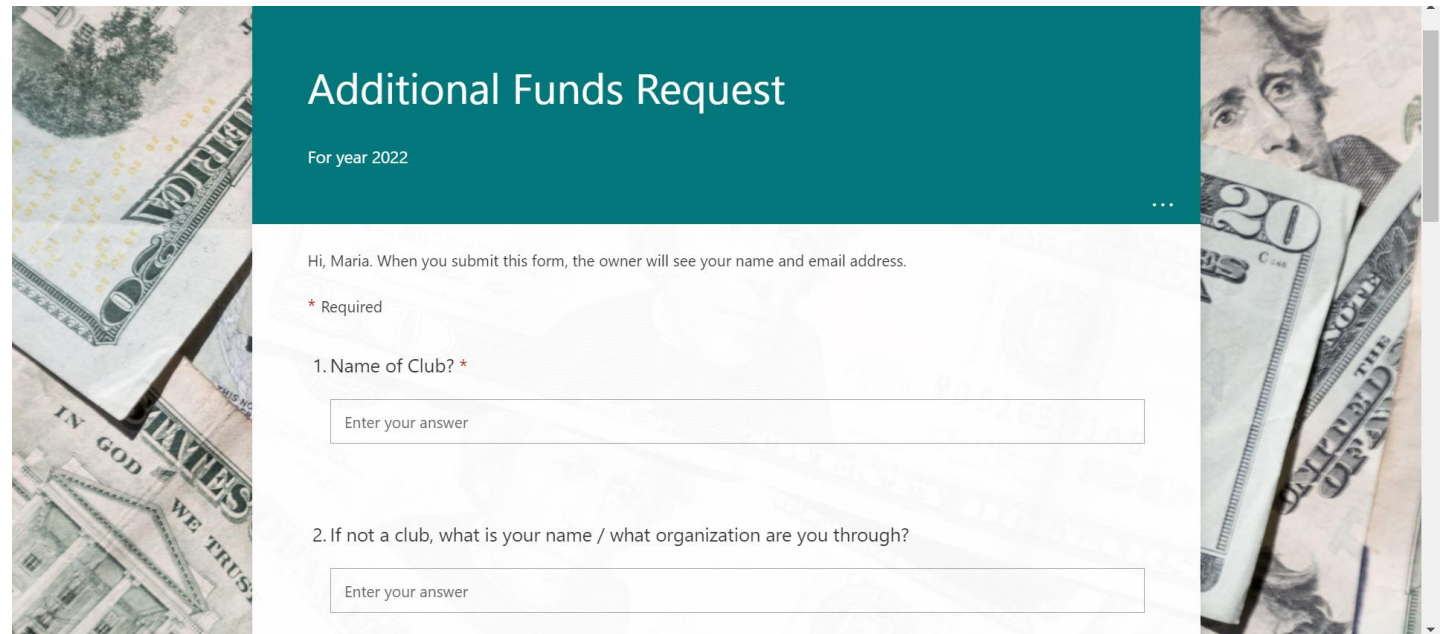
On your browser of preference search for “*Mount Mercy University Student Government Association*” and click the link. This is what the page looks like:



Scroll all the way to the section which says, “Forms” and click on “Additional Funds Request”:



Clicking on the link will send you directly to fill out a form, in which you will have to submit the requested information.

The background of the form is a collage of US dollar bills. On the left, there's a close-up of a \$100 bill with the words 'IN GOD WE TRUST' visible. On the right, there's a \$20 bill featuring the portrait of Andrew Jackson. The form itself is overlaid on this background.

## Additional Funds Request

For year 2022

Hi, Maria. When you submit this form, the owner will see your name and email address.

\* Required

1. Name of Club? \*

2. If not a club, what is your name / what organization are you through?

When giving a breakdown of expenses and their individual amounts, please be as **thorough** as possible.

- Not having enough information can cause the funds request to be tabled for a week or more—until an explicit breakdown of costs has been provided—which will delay transactions.



Enter your answer

5. Amount of funding being requested \*

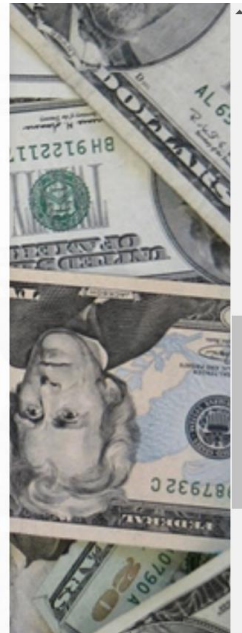
Enter your answer

6. Give a breakdown of expenses and their individual amounts \*

*Please be as specific as possible (Ex: \$50 for balloons, \$400 for t-shirts, etc). Please follow SGA's travel policy if these funds are requested for travel. For travel, please provide two options for hotels and flights (if flights are necessary).*

Enter your answer

7. How does this follow the motto of the Student Activity Fee: "For the students, by the students?" \*



# When are funds requests reviewed?

- The Committee that reviews and approves/denies funds requests meets every week during this semester.
- In order to have your funds request considered, please place your request 2 weeks prior to the date that you need the money.
- When submitting a funds request, please plan your timings accordingly. Transactions can take up to **one week** after the Committee meets, especially if the funds request are for amounts over \$1,500.00
  - When a decision has been made on your funds request, you will receive an email from SGA ([sga@mtmercy.edu](mailto:sga@mtmercy.edu))
  - This email will be sent after the transaction has been made by the Business Office—in case of approval.

# What can I request extra funds for?

- Things that will help your club. This includes:
  - Catering for an event
  - Advertisement
  - Merchandise
  - Cover expenses for an event
    - Bringing a speaker
    - Partnering with an outside organization
    - Partnering with another RSO on Mount Mercy
- To cover expenses that your current budget cannot

# What items are NOT covered by funds requests?

- Scholarships
- Alcohol
- Donations
- Support for candidate for public office or to affect the outcome of legislation
- “Extras”
- Previously made purchases
  - The Committee will **not** cover expenses that have already been made
- Taxes
  - The SGA MMU 2 credit card is exempt from sales tax. Technically, this only exempts the university of sales tax in the state of Iowa but there are vendors who will honor it regardless.
  - If there is an option to enter your sales tax exemption number, you can use the number on the bottom of the SGA credit card.
  - Depending on the vendor, they may ask for the sales tax exemption certificate.
    - Please contact SGA ([sga@mtmercy.edu](mailto:sga@mtmercy.edu)) or Treasurer ([ataylor0675@mtmercy.edu](mailto:ataylor0675@mtmercy.edu)) for a copy of the certificate.



# Next steps

- Once your funds request has been approved, you can access them with the SGA MMU 2, or SGA MMU 3 credit card
- You can check-out the card with *Donna Dennis in Student Services*, who will have you complete a check-out form
  - It can be checked out between 8:00 am - 5:00 pm on weekdays

## Mount Mercy Student Government Credit Card Check-out Form

Name of user: \_\_\_\_\_

Student ID: \_\_\_\_\_ Club or Organization: \_\_\_\_\_

Credit Card: ☐ MMU SGA ☐ MMU SGA 2

Intended Store(s): \_\_\_\_\_  
\_\_\_\_\_

Date of Check-out: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Check-out: \_\_\_\_:\_\_\_\_ am / pm (circle)

Expected Date of Check-in: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expected Time of Check-in: \_\_\_\_:\_\_\_\_ am / pm (circle)

*Please leave this form with the front desk. When you return the card, you will fill out the bottom portion along with the receipts for your purchases. Emailing a copy of your receipt to SGA is NOT acceptable. It is your responsibility to print out a copy of your receipt if using the card online.*

Date of Check-in: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Check-in: \_\_\_\_:\_\_\_\_ am / pm (circle)

Did you have any issues with the card? Yes No (circle)  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

*Please staple all receipts behind this form. Failure to provide your receipts will cause*

# How to use the credit card

- Check out the credit card in Student Services by filling out the first part of the check-out form
- Once you've finished making your purchases and using the credit card, please return it Student Services, where you will have to complete the second part of the check-out form
- **ALL RECEIPTS MUST BE TURNED IN WHEN RETURNING THE CREDIT CARD**
  - Failure to include all receipts will result in an elevation of Levels, which can lead to freezing of funds

# What can I use the credit card for?

- The credit card can be used for
  - Items approved by an Additional Funds Request
  - Prizes for Club Friday
  - Club merchandise
  - Items that will help you recruit new members
  - Items that will help your club

What can I NOT  
use the credit  
card for?

- Scholarship
- Alcohol
- Donations
- Support for political candidates or to affect the outcome of an election
- Uber/Lyft or any travel that has not been previously approved by SGA
- Personal or private expenditure
  - This includes anything used for personal nature and not for the club's benefit, such as personal Amazon purchases, reoccurring subscriptions, traveling, etc
  - Doing such will result in the individual having to pay back SGA and subjects the club to fines and possible repercussions

# Additional notes on the credit card and additional funds requests

- Please submit additional funds requests before making any purchases
  - The Committee will **not** cover expenses that have already been made
- Please remove the credit card from any personal accounts
  - If this becomes a reoccurring problem, the card will have to be closed
  - Closing the card means that no club will be able to access their funds until a new credit card is issued
- If you use your personal credit card to buy items for your club, please note that you will **not** be reimbursed
  - SGA does not cover personal checks
- Please note that we currently only have two credit card for all clubs, so please refrain from holding the card for an extended amount of time
  - This leads to last minute purchases, missing receipts, and an increase of Levels for clubs
  - Each card has a maximum amount that can be spent each month (\$2,500)

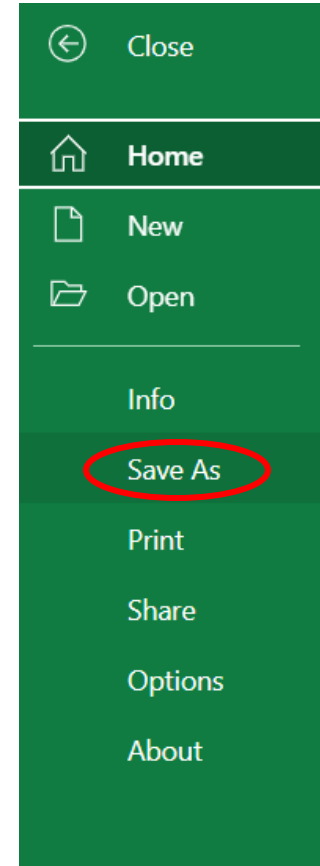
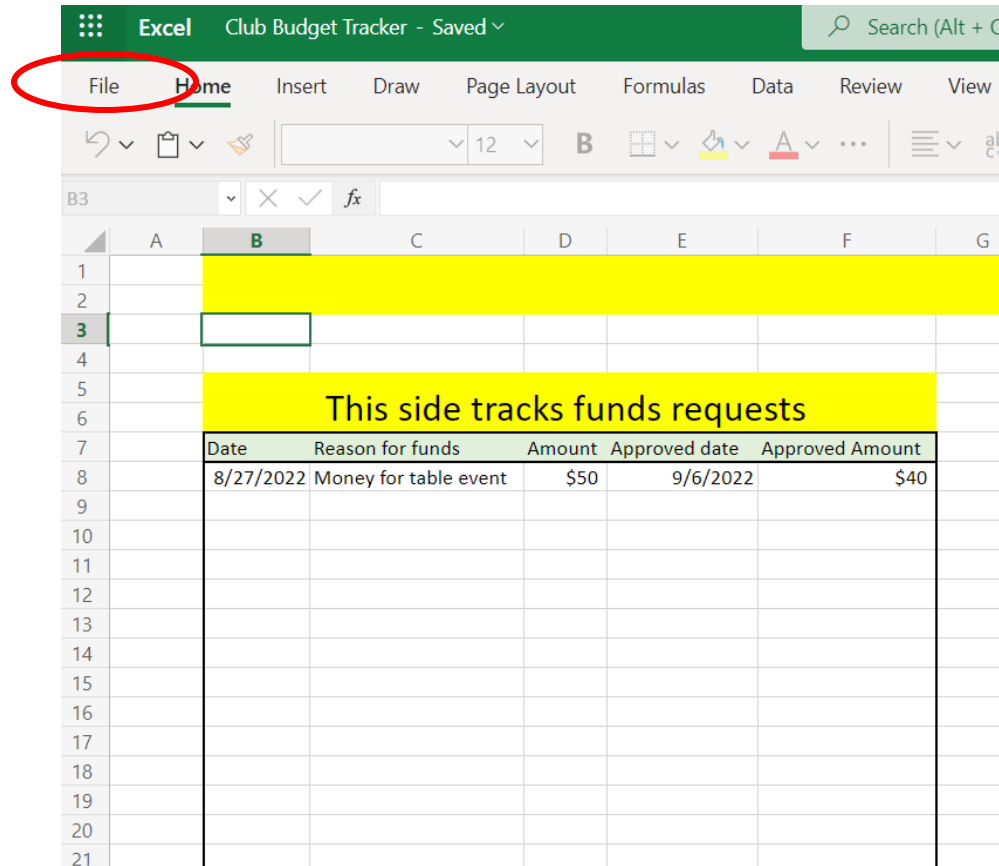
# Additional notes on the credit card and additional funds requests

- Additional funds requests are meant to be for *additional* expenses that your club cannot cover with their own budget
  - Sometimes it's easier to use your club's own funds to purchase items, as you would not have to submit a form, wait for the Committee to review the request, and wait for the transaction
  - Please think wisely before submitting a form
- You don't have to be on behalf of a club to submit an additional funds request, if you're a student hosting a student activity, you can fill out the form
- Remember to submit **all** receipts when returning the credit card
- If you have any issues with the credit card, please contact SGA ([sga@mtmercy.edu](mailto:sga@mtmercy.edu)) or Treasurer ([ataylor0675@mtmercy.edu](mailto:ataylor0675@mtmercy.edu)) **immediately**

# Track your club budget

Make a copy for your club

1. click link above
2. click file
3. click save as
4. save where you would like



If you have any additional questions,  
please contact SGA  
([sga@mtmercy.edu](mailto:sga@mtmercy.edu)) or Treasurer Alison  
Taylor ([ataylor0675@mtmercy.edu](mailto:ataylor0675@mtmercy.edu))