

Funding Request Proposal and Student Expense Reimbursement Procedure

2013-2014

Funding Request Proposal

- A **funding request proposal** is a request from a club or department to the GSO detailing how, when, how much, and why a club/department needs sponsorship/funding from the GSO.
- Whenever a club or department needs money for an event, meeting, office supplies, etc., they must submit a funding request proposal to the GSO, preferably to the Treasurer, at least two weeks **before** the money is needed.
 - The request may be accessed at <http://steinhardt.nyu.edu/gso/resources/>
 - Funding requests may be submitted:
 - In person, by leaving it in the GSO office at Pless Hall, room 340B (if no one is available please leave it in the dropbox on the office door and notify the GSO E-Board immediately via email at steinhardt.gso@nyu.edu)
 - Via email to the GSO at steinhardt.gso@nyu.edu (Note: Most PDF forms do not allow you to save your responses. If this is the case for you, please print, scan, and email the form or save it as a .jpeg file. However, if saved as a .jpeg you must save each page of the file separately)
 - To the Treasurer in person during office hours
- The E-Board only approves funding request proposals once we have reviewed and voted on it as a group.

*Although we do approve most funding request proposal we do **not** approve all of them. We may reject a proposal if we deem it unnecessary, a violation of school policies, etc.*

Student Expense Reimbursement Requests

- If the Treasurer and E-Board have received, reviewed and approved your funding request you will be notified and asked to send a reimbursement form (EXP2000S) and receipts to the Treasurer once your event has taken place. The receipt(s) should have the name of the vendor and be itemized

and dated.

- Once that is completed, the Treasurer will have the reimbursement form endorsed by a faculty advisor and will notify you of when to pick it up.
- You then bring the approved form and original receipts to the Petty Cash counter in the Financial Aid office and obtain your reimbursement.
- Reimbursement requests must be submitted **within 30 days of an event's occurrence in order to be approved**. Reimbursement request forms that are submitted without having an E-board approved funding request proposal will be rejected.

Important Information

Students seeking reimbursement totaling **\$300 or less** will receive cash, and must fill out an **EXP2000S**. Any reimbursement **over \$300** will be reimbursed by check. **Note:** you can have multiple receipts on one request as long as the Payee is the same.

Click on link below for EXP2000S:

<http://www.nyu.edu/financial.services/cdv/pdf/EXP2000S.pdf>

Make sure to include:

1. Your Name
2. Address
5. Student ID
10. Total amount of reimbursement
11. Description (for example: Pizza for the graduate student social on 10/1/10)
12. Signature of payee, email telephone and date

Receipts/Proof of Payment:

GSO will only accept itemized receipts. Click link below for definition of a “valid receipt”: <http://www.nyu.edu/student.affairs/student.council/procedures.html>

****Alcohol purchases will NOT be reimbursed****

Please contact your Treasurer if you have any other questions. To save time, please make sure you have all the necessary forms completed before submitting receipts or your forms will be returned to you.

Other Payments:

Additionally, if your group is ordering giveaways, hosting a speaker, DJ, or some other service, a purchase order or contract may be required. Please see your GSO Treasurer as soon as possible for more information.

More information on reimbursements and funding request proposals can be found at <http://steinhardt.nyu.edu/gso/resources/>