

B-013
OUTLINING SUBMISSION REQUIREMENTS
OF ALLOCATIONS REQUESTS

University of Pittsburgh
Student Government Board
25 March 2014

Introduced by Allocations Chairwoman Nasreen Harun and President Mike Nites

Whereas the Allocations Manual provides policies and procedures guiding the Allocations process,

Whereas SGB and the Allocations Committee have been operating using a series of submission requirements for student organizations requesting funds,

Whereas these requirements have not been written down in the past and SGB and the Allocations Committee are taking the opportunity to clarify these requirements for student organizations,

THEREFORE BE IT RESOLVED, on this 25th day of March in the year of 2014, the Student Government Board at the University of Pittsburgh partners with the Allocations Committee to modify Title II in the SGB Governing Code, commonly known as “The Allocations Manual.” A section shall be added at the end of Chapter 2, Article I. It shall be named, “General Submission Requirements.” It shall read:

Section 2.03. General Submission Requirements

Supplemental requests and budgets that are not complete or do not adhere to all policies and procedures in this entire Allocations Manual will not be accepted. The Allocations Chair has the discretion to make exceptions on a case by case basis when submission requirements cannot be met.

Requests for an event or travel must be submitted at one time on one request.

- a. Student organizations collaborating must submit one request with all student organization names clearly listed at the top of the request. All funding will be deposited into the account of the first organization listed on the request.
- b. Requests that include additional expenses from a previously approved request will not be considered.

Requests that include line items from previously denied requests will not be accepted.

Specific submission requirements for Supplemental Requests and Budgets are listed in the corresponding Articles II and III.

Furthermore, the phrase, “Supplemental requests and budgets that are not complete or do not adhere to the policies and procedures will not be accepted” shall be removed from Section 2.01.

The numbering of all subsequent sections shall be increased by .01 in Chapter 2. The bill shall be effective immediately upon adoption by the Student Government Board.