

**Trinidad State Junior College (TSJC)
Student Government Association (SGA)**

HOW TO WRITE A BILL (FUNDING REQUEST FORM)

Step 1:

- Open a *Blank bill* (this can be found in the SGA Office or you can request a blank bill be sent to you by a SGA ex. Board member)

Step 2: Filling a blank bill out

Bill number: This number is given by the SGA Secretary, and will read SGA1718-(#).

Title: What is this for? (ex. National Conference, Trip to Anaheim, CA)

Author(s): Who is the person writing this bill?

Origin & Purpose: What is the bill for? (ex. Send PBL members to a National Conference in San Antonio, TX)

Organization Contact: Who can SGA Contact?

- Contact information :**Name, Email, and Phone Number**

Account Number:

- If the bill is monetary (relating to money) an account number of the Club or Organization is required
 - Account numbers can be attained from the club advisor or the SGA Advisor.

Description:

- Describe where and why the bill is being presented to SGA.
 - (Ex. PBL is going to San Antonio, TX for our annual National Leadership Conference. Here we will compete in events we have previously qualified for and network with future employers and schools.)

*I, (Fill in Your name), present this bill for consideration of and approval by the Student Government Association Senate, this (Date) day of (Month), 20-(Year).

- Example:

I, Billy Bob, present this bill for consideration of approval by the Student Government Association Senate, this 30 day of September, 2010

Additional Information:

- Any information that may be necessary and was not in the description section of the bill.
 - (Ex. Cost breakdown)

Implementation (Upon approval, be it enacted that): What now?

- This explains what will happen if the bill passes

*The proposed bill became adopted in favor of recognition by the SGA Senate and that: _____

**Trinidad State Junior College (TSJC)
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BILL #: SGA1718-__

TITLE: _____

AUTHOR(S): _____

ORIGIN & PURPOSE: _____

ORGANIZATIONAL CONTACT: _____

DESCRIPTION:

ACCOUNT INFORMATION: _____

HOW WILL THE MONEY BE REQUESTED? PCARD Out of pocket

WHO WILL MAKE PURCHASE? _____

FUNDRAISING REQUEST ATTACHED (if needed) YES NO N/A

MATCHING FUNDS REQUEST ATTACHED (if needed) YES NO N/A

I, _____, present this bill for consideration of and approval by the Student Government Association Senate, this ____ day of _____, _____.

ADDITIONAL INFORMATION:

Please attach another sheet of documentation detailing how the money will be spent (itemized) and your plan for the monies).

IMPLEMENTATION: Upon approval, be it enacted that:

- The proposed bill become adopted in favor of recognition by the SGA Senate, and that:

VOTE: Yeas _____ Nays _____ Abs _____

Complete applicable sections:

- **ADOPTED** at SGA meeting on _____.
- **BILL did not pass** at SGA meeting on _____.
- **BILL will be reconsidered** on _____.

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IF FUNDS ARE APPROVED BY SGA (SPENDING MONIES)

- 1) Follow-up with SGA Advisor to ensure the funds are transferred and/or authorized.
 - a. If you requested funds, and will be using a Pcard or Purchase Requisition to make the transaction directly from the SGA account.
 - i. The SGA Advisor will email authorization to the Pcard user who was noted on the bill; this will allow the Pcard user to purchase the items you need within the budget you were allotted by Student Government.
 - ii. After the transaction is processed, the club is responsible for ensuring that follow-up paperwork is completed.
 - iii. It is preferred purchases are made by the SGA Advisor when accessing club funds
 1. **Pcard Transaction Header Document** originates with the Pcard holder, and it must be signed by the Pcard user, the club advisor, and the SGA Advisor. ALL 3 SHOULD BE GIVEN A COPY OF RECEIPTS AND THE PCARD HEADER FOR THEIR FILES- **SGA Advisor should be given the ORIGINAL receipt/ paperwork.**
 - b. **Funds cannot be transferred directly to any account from the SGA. Therefore, you must complete the paperwork with the SGA Advisor, the club advisor, and the p-card user. Club advisors must note their own budget code for any monies which exceed those approved by the SGA. (i.e. a boat costs \$500, SGA approves \$350, club account must be noted on all paperwork for the remainder of the \$150.)**
 - 2) Once SGA money is spent, and the event has taken place. Please take the time to fill out the **Event Follow-up Form** and turn this into the Student Life Office.
 - a. This will allow for Student Life and your club to keep track of events that have been done, how the events worked out, and notes for the next time the event/fundraiser is planned.
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**Trinidad State Junior College (TSJC)
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**Trinidad State Junior College-Valley Campus
Student Life Office
Follow-up Report**

Date: _____

Event/Program: _____

Questionnaire:

1. Was the program/event attended and/or planned beneficial to the students and TSJC? Explain.

2. How was the program/event; what would you change; any words of advice for future?

3. Include receipts of proof of expenditures. (Use separate sheet and/or staple to form.)

Name of Preparer: _____ Contact: _____

Budget Manager: _____ Contact: _____

Attendance at event (and \$ Amount earned if fundraiser) _____