

### Step 3:

Fill out a disbursement request form, which you will find outside the student body treasurer's office, in the appendix of the signator's handbook, and under "resources for signators" on the Senate website, [web.reed.edu/community/SB/senate/signators/](http://web.reed.edu/community/SB/senate/signators/). Fill it out thoroughly, including the correct category and what you purchased, as described in your funding budget or proposal to the finance committee, and staple the receipt to it.

If you have purchased items from multiple vendors and the money needs to be disbursed to only one person, you can fill out one disbursement form for the total amount of all the receipts attached.

### Step 4:

Leave the form in the treasurer's box or slide it under the treasurer's office door. The treasurer's office is in the south SU hallway, room 215. Your check should arrive within the week. Plan ahead to allow the time it takes to process it. Deposit it right away so the treasurer can keep the books straight. Please be aware that the check will be void after 90 days.

### Further information

Most organizations can't function without acquiring and spending at least a little cash. The Senate has specific requirements for disbursements, so be sure to educate yourself ahead of time. Most of this information can also be found in greater detail in the signator's handbook, which is published by the Senate. The handbook is available online at [www.reed.edu/community/SB/senate/signators](http://www.reed.edu/community/SB/senate/signators) and in the student activities office.

## This brochure is one in a series on achieving effective campus involvement

- who's who at Reed
- budgeting
- contracting
- event planning
- funding
- passing it on
- publicity
- student activities programs and resources
- conflict resolution
- showing movies on campus

# guide to Funding

how to get the bucks to support  
your event or organization

**For more information**, please stop by the student activities office in Gray Campus Center 104, call us at 503-788-6692, or email [student-activities@reed.edu](mailto:student-activities@reed.edu)

**REED**

Student Activities Office  
Gray Campus Center 104  
503-788-6692  
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Putting on a concert, lecture or dance party at Reed costs money. First, you need to develop a thorough budget. To learn how to do this, consult the budget brochure in this series. This brochure will act as a follow-up to that and will show you how to get the money you need to implement your program at Reed.

## How do I get money?

Funding is available through many sources at Reed. Most organizations start with the funding circus, which takes place each semester right after the funding poll. Each organization that scores high enough in the poll has the opportunity to draw up a budget and present it to the Senate. If you didn't get all the money you needed, or you missed out on funding circus, you have a variety of other options.

## Finance committee

The finance committee meets every week (check with the Senate for current time, day, and location). You'll need to attend the finance committee meeting if you want money, if you want to unfreeze money, if you want to make a gift transfer, or if you want to buy something other than what your funds were allocated for initially. Be sure to submit your budget to [sin.reed.edu/finance](http://sin.reed.edu/finance) ahead of time. The finance committee deliberates each case in light of the Senate's current financial state and makes recommendations to the Senate.

## Revenue

If you budgeted revenue as part of your organization's finances, you must give the Senate that amount by the end of the semester. The Senate expects that those monies will be raised, and as a general rule does not allow category or gift transfers as a method to cancel outstanding debt. Revenue is typically generated by selling tickets or some other item and can be spent on the items in your approved budget.

## Co-sponsorships

You can also ask other campus organizations for money for your program. Usually you'll be more successful if you approach an organization that is related to your program and may be interested in your project. This can happen in three ways:

- The organization may offer to co-sponsor the event by paying for a portion of it directly.
- The organization can also make a gift transfer, which involves filling out a gift transfer form and taking it to the finance committee.
- The organization may offer assistance such as personnel to help with planning and presentation logistics.

## Other sources

Several offices and departments may be willing to assist financially. It's always worth asking for contributions. Some offices may include the president's office, the vice president and dean of student services' office, the student activities office, and various departmental offices. If you go to any of these groups, be sure to have a written budget and a proposal for them to review.

## How do I spend the money?

You can do three things with that newly allocated, donated, or begged-for money. In each of these cases, you must keep appropriate records. For the second and third option, you must get permission from the Senate vice president, treasurer, or finance committee.

- You can spend it on the item approved by the Senate through either the funding process or the finance committee
- You can request to buy other items, including transferring money between categories.
- You can request to give money allocated to you to another organization.

## Buying items

### Step 1:

Make sure you have enough money allocated for the item(s), and that it's in the proper category. If you don't, you can ask the treasurer for a category transfer. Depending on the magnitude of the transfer, you might be referred to either the Senate vice president or to the finance committee. It is essential to mark the proper category before filling out a disbursement or loan form.

### Step 2:

Buy something, pay for it up front, and keep the receipt! If the purchase receipt does not have the store or individual's name on it, please use the "receipt of payment" form found in the appendix of the signator's handbook or under "resources for signators" on the website. If you are contracting with a speaker, band, etc., you should use the pre-made contract available in the student activities office. A check won't be cut until both you and the artist have signed a contract. If you or the members of your organization cannot pay up front for your purchases, you can get a loan from the student body. Check with the treasurer for more details.