

INTERNAL SPENDING RULES OF THE SENATE OF COLLEGE COUNCILS OF  
THE UNIVERSITY OF TEXAS AT AUSTIN

**SECTION I: SENATE OPERATING BUDGET**

**1. Prohibited Spending**

- 1.1. Student fee (29 account) money should not be spent on:
  - 1.1.1. Activities to raise money for charity
  - 1.1.2. Alcohol
  - 1.1.3. Flowers
  - 1.1.4. Greeting cards
  - 1.1.5. Travel (excluding conference registration fees)

**2. Procedures**

- 2.1. All invoices/receipts for goods and services received purchased using the student fee account must immediately be turned in to the Financial Advisor.
- 2.2. Food and drink money shall be used only for events that are on campus. The food approval request form must be completed with all necessary vendor information and signed by the Financial Director three weeks before the intended date of purchase. The Executive Board shall ensure that expenditures on food and drink are limited to a reasonable percentage of the budget.
- 2.3. T-shirt purchase orders require the submission of a digital copy of the design (preferably as a Microsoft Word Document) and the completion of a bid sheet with all necessary vendor information three weeks before the intended date of submission to the vendor. T-shirts shall not be used as vehicles for fundraising (see Section I. subsection 3.) The Executive Board shall endeavor to maintain expenditures on t-shirts to a reasonable amount of the Senate operating budget.

**3. Council Resources**

- 3.1. Councils can apply to the Executive Board to receive additional funding from the New Programs and Fundraising account.
- 3.2. Councils are required to submit their summer budgets by the last class day of the spring semester. If a council does not submit that budget by the last class day of the spring semester, then the remainder of their allocated funds will be re-allocated by the Executive Board.

## **SECTION II: COUNCIL BUDGETS**

### **1. Prohibited Spending**

1.1. Student fee (29 account) money should not be spent on:

- 1.1.1. Activities to raise money for charity
- 1.1.2. Alcohol
- 1.1.3. Flowers
- 1.1.4. Greeting cards
- 1.1.5. Travel (excluding conference registration fees)

### **2. Procedures**

2.1. All invoices/receipts for goods and services received purchased using the student fee account must immediately be turned in to the Financial Advisor.

2.2. Food and drink money shall be used only for events that are on campus. The food approval request form must be completed with all necessary vendor information and signed by the Financial Director three weeks before the intended date of purchase. The Executive Board shall ensure that expenditures on food and drink are limited to a reasonable percentage of the budget.

2.3. T-shirt purchase orders require the submission of a digital copy of the design (preferably as a Microsoft Word Document) and the completion of a bid sheet with all necessary vendor information three weeks before the intended date of submission to the vendor. T-shirts shall not be used as vehicles for fundraising (see Section I. subsection 3.) The Executive Board shall endeavor to maintain expenditures on t-shirts to a reasonable amount of a council's budget.

### **3. Conference Registration Fees**

3.1. Student fee (29 account) money can be spent on conference registration fees.

3.2. Individual fees shall be determined by the Financial Director, based on an application made by the council's financial director, president, and faculty sponsor. This application shall document the fact that the conference registration fee was used for academic purposes. The Senate Financial Director will be responsible for overseeing the evaluation of this application and the distribution of funds.

### **4. Penalties**

4.1. If a council does not spend at least 60% of its Senate-allocated budget, that allocation shall be reduced by 10%. Such money shall be allocated to another council at the discretion of Senate's Financial Director and Senate's Financial Assistant. Councils with the most need of money in the precedent year shall receive preference for the allocation of those funds.

## **SECTION III: APPROPRIATIONS TO STUDENT ORGANIZATIONS**

### **1. Prohibited Spending**

- 1.1. Student fee (29 account) money should not be spent on:
  - 1.1.1. Activities to raise money for charity, unless the proposed activity also offers a significant benefit to current UT students
  - 1.1.2. Alcohol
  - 1.1.3. Food or drinks
  - 1.1.4. Flowers
  - 1.1.5. Greeting cards
  - 1.1.6. Travel (including conference registration fees)
- 1.2. Funding for T-shirts shall not exceed \$200.
- 1.3. Organizations may not apply for funding for a single event more than once in the same academic year. This does not include similar events that occur on different dates.
- 1.4. Events in violation of rules outlined in the most current issue of the “Registered Student Organization Manual” produced by the Office of Student Activities and Leadership Development shall not be funded. The Financial Committee may deny funding if an event is in violation of a suggestion of the Manual.

### **2. Procedures**

- 2.1. All invoices/receipts for goods and services received purchased using the student fee account must immediately be turned in to the Financial Advisor.
- 2.2. T-shirt purchase orders require the submission of a digital copy of the design (preferably as a Microsoft Word Document) and the completion of a bid sheet with all necessary vendor information three weeks before the intended date of submission to the vendor. T-shirts shall not be used as vehicles for fundraising.
- 2.3. Were a student organization not to contact Senate’s Financial Director or its Financial Assistant about the use of funds allocated to them, it shall be banned from the appropriations process for an entire semester. Were a student organization not to spend any of its allocated funds, it shall inform Senate’s Financial Director or its Financial Assistant in order to redistribute such funds to other student organizations.