



# Finance Committee

## CLUB BUDGETS

You may hand in your budget proposal to Student Programs and Leadership **between March 20th and April 3<sup>rd</sup> before 5:00PM.**

Budget forms can be found on the student senate website at **<http://www.studentsenaterwu.com/nance.html>**

Submitted budgets must be typed. *Handwritten budgets will not be accepted.*

### **All budget proposals must do the following:**

- Be well researched and quote prices from Roger Williams University approved vendors.
- Be detailed and explain the specific needs of an event, program, or activity
- Supporting documentation such as price quotes and event dates and requirements, must accompany all allocation requests on official company, conference, event, or website letterhead.

The annual budgeting process shall be done in the following manner:

- Submission of a budget proposal no earlier than March 20th and no later than April 3<sup>rd</sup> at 5:00PM in Student Programs and Leadership **(late budget proposals will not be accepted for any reason)**
- Preliminary budgets will be issued by April 24th
- Budgets may be appealed on May 1st

*If you have any questions or concerns about the budgeting process, please email Nicole Woodward at **[finance.senate@g.rwu.edu](mailto:finance.senate@g.rwu.edu)**. Additional information may be found at **<http://www.studentsenaterwu.com/budget-information.html>** as well.*