

RSO FUNDING

1 Request RSO funds from SGA

Find the form on the MMC website
You'll be alerted when approved

2 Ways to spend your SGA-approved money

Cash advances

No more than \$100 at a time
Easier than reimbursements
Return all receipts and extra cash

Reimbursements

Cannot exceed \$75 at a time
Takes longer than cash advances
Must provide all original receipts
>\$75 follow a separate procedure

Credit card

MMC credit card linked to budget lines
Coordinate with Ben Giuliana to buy items
To be charged directly to your account

3 Spend money honestly and purposefully

Align purchases with RSO mission

Email Ben Giuliana at bgiuliana@mmm.edu with the questions. Full RSO funding procedures available at mmm.edu/student-development-and-activities

FOOD ORDERS

Plan **at least** one week in advance
Complete Club Events Outside Order form
Inform Ben of vendor for purchasing
Attach tip as cash advance form

GUEST SPEAKERS

Must be paid through an honorarium
CANNOT BE PAID WITH GIFT CARDS
Email Ben with the following information:
What is the event?
Why are they at the event?
Contact information of guest speaker
Ben will process info with Business Office
Process can take up to two weeks

ONLINE SUPPLIES/DECOR

Supply Ben with all items and quantities
Notify Ben **at least** one week in advance
Plan accordingly for shipping time
Preferred online vendor: Amazon
You'll be alerted when items arrive

EQUIPMENT RENTALS

Set time to meet and coordinate with Ben
Must happen **at least** two weeks in advance

Other important info:

All forms must be submitted online

RSO treasurers should keep copies of transactions for their records

Email Ben Giuliana with questions or to schedule a time to meet to drop of receipts and/or paperwork

Paperwork must be completed in full in order to be accepted

RSOs must plan their payments out with enough time to allow for shipping and processing

