

Section 6. DISBURSEMENTS FOR GSC OPERATION AND GSC-SPONSORED EVENTS

a. Definition and Eligibility:

- 1) An item is the total amount spent per purchase. A single item may include several entities.
- 2) The GSC will only fund items for general operations of the GSC and GSC-sponsored events (e.g. GRAS, Gradulicious).
- 3) Eligible items include but are not limited to:
 - a) Promotional supplies (e.g. posters, pamphlets).
 - b) Office supplies (e.g. pens, clipboards).
 - c) Food (e.g. opening and closing ceremonies, meals for volunteers).
 - d) Room reservations.
 - e) Items to be raffled off and/or given away to event participants.

b. Approval Requirements:

- 1) Funding for items less than or equal to USD200 must be approved by the GSC Executive Council.
 - a) A simple majority vote of GSC Executive Council members is required for approval. The officer proposing the funding is excluded from voting.
 - b) Approved funding will be documented and itemized based on proofs of purchase (e.g. receipts).
 - c) The documented proofs of purchase must be initialed by all voting members to acknowledge the approval of funding.
- 2) Funding for items greater than USD200 must be approved by the GSC Executive Council and the GSC Faculty Advisor.
 - a) A simple majority vote of GSC Executive Council members is required for approval. The officer proposing the funding is excluded from voting.
 - b) Approved funding will be documented and itemized based on proofs of purchase (e.g. receipts).
 - c) The documented proofs of purchase must be initialed by all voting members and signed by the GSC Faculty Advisor and the GSC president to acknowledge the approval of funding.

c. Deadlines:

- 1) All purchases must be completed and approved by the completion of the event.
- 2) An exception to the above stated deadline can be made with a two-thirds majority vote of the GSC Executive Council. Approved funding must be documented, itemized, and signed in accordance with the rules stated in section 6-b-1-c for items less than USD200 or 6-6-2-c for items greater than USD200.