



CENTER FOR CAMPUS ENGAGEMENT

## STUDENT ORGANIZATION BUDGET REQUEST - SPRING 2026

DEADLINE: December 13, 2025, at 5:00 PM | SUBMIT TO: campusengagement@csuohio.edu

## CRITICAL TIMELINES

## 45 DAYS BEFORE Travel & Major Events

## 30 DAYS BEFORE General Purchases

2 DAYS AFTER  
Receipt Submission

## SECTION 1: ORGANIZATION INFORMATION

<b>Organization Name:</b>	VikesConnect	
<b>VikesConnect ID:</b>	VikesConnect	
<b>Total Active Members:</b>	10	
<b>Agency Account Balance:</b>	\$ 100.00	(REQUIRED)
<b>President:</b>	Name: <input type="text" value="John Doe"/>	Email: <input type="text" value="johndoe@example.com"/>
<b>Treasurer:</b>	Name: <input type="text" value="Jane Doe"/>	Email: <input type="text" value="janedoe@example.com"/>
<b>Advisor:</b>	Name: <input type="text" value="Sarah Johnson"/>	Email: <input type="text" value="sarahjohnson@example.com"/>

Total Amount Requested: \$ \_\_\_\_\_ (Maximum \$1,000/Semester)

## SPENDING LIMITS REFERENCE

MEALS (per person):	SPEAKERS:	OTHER LIMITS:
<ul style="list-style-type: none"> <li>• Breakfast: \$10</li> <li>• Lunch: \$15</li> <li>• Dinner: \$20</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted: \$500 max</li> <li>• Non-contracted: \$250 max</li> </ul> <p>Hotels: \$150/night max</p>	<ul style="list-style-type: none"> <li>• Branded items: 10% or \$300</li> <li>• Travel: \$750/org</li> <li>• Food total: \$500/semester</li> </ul>

## SECTION 2: BUDGET CATEGORIES

*Per GFAC Bylaws: documentation required only for items over \$50; items \$50 or less require a general cost estimate only. Receipts for all approved purchases are necessary.*



## REQUIRED DOCUMENTATION SUBMISSION CHECKLIST

- Vendor quotes/screenshots for all items OVER \$50
- Catering quotes with per-person pricing
- Conference registration information
- Travel calculations using Google Maps (round-trip miles)
- Current VikingsConnect roster
- Spring 2026 event calendar
- Previous semester financial report (if applicable)

## RSO COMPLIANCE VERIFICATION

- CCE Advisor meeting completed (by Week 4)
- All officers attended leadership training
- Treasurers completed Treasurer training
- Campus engagement tabling participation scheduled or completed
- Minimum programming requirement met
- Previous allocations reconciled with receipts

### We understand and agree to:

- Receipts must be submitted within 2 business days of event or end of travel
- Unused funds swept to SGA Excess Fund at the end of the fiscal year
- Reimbursements are a last resort and must be approved through CCE
- NO use personal Venmo/CashApp/PayPal
- Only CCE has the ability to sign contracts
- Must get CCE approval before any purchase is made

## SIGNATURES

President: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR CCE USE ONLY

Received: \_\_\_\_\_ | Compliance:  Pass  Fail | Documentation:  Complete | Approved: \$\_\_\_\_\_