

GSO Funding

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The GSC allocates roughly 20% of its budget to funding GSOs and other individual events. These funds are divided evenly into four installments (three-month cycles, beginning in July) from which funding is disbursed. Funding should primarily be requested by submitting a list of planned events - using the Priority Funding Request Form* (below) - for each cycle by the appropriate deadline listed [here](#). These submissions will be reviewed by the GSC Executive Board and funds awarded based on criteria outlined on the GSC Priority Funding Request page.

[Go to the Priority Funding Request Page](#)

Funds remaining in each cycle after the Priority Funding disbursements have been made can be applied for by submitting the Alternate Funding Request Form* (online form, see below). This form must be submitted at least 10-21 days prior to the date of the event. Note that the most likely events/submissions to be funded are those made by the Priority Funding Request deadline, as most of the funds will be disbursed at that time.

[Go to the GSC Alternate Funding Request Page](#)

*Please note that each event/submission for both Priority Funding Requests as well as Alternate Funding Requests must be accompanied by the GSO Event Report form as well as one of the following Supplementary Forms no later than 30 days after the event. Be sure to review all of the forms carefully and understand when they are due. The GSC is NOT responsible for late submissions and any resulting costs incurred.

Event Report Form

All GSOs must submit an Event Report Form for every event on which GSC money is spent. The GSO Event Report Form must be received by the GSC Treasurer (either by mail or at the GSC Office) no later than 30 days after the event. [Download Event Report Form](#)

Reimbursement (GSO officers/members fund the event/services and are reimbursed by the GSC): Requires Priority Funding approval or the Event Funds Request Form to be submitted at least 10 days prior to the event. The Reimbursement Form must be received by the GSC Treasurer (either by mail or at the GSC Office) no later than 30 days after the event. The Reimbursement Form MUST be accompanied by ORIGINAL RECEIPTS. Sales tax will NOT be reimbursed. [Download Reimbursement Form](#)

Direct Vendor Payment (The GSC pays directly for the event/services): Requires Priority Funding approval or the Event Funds Request Form to be submitted at least 21 days prior to the event. Additionally requires that the Direct Vendor Payment form be submitted at least 21 days prior to the event. The Direct Vendor Payment Form must be accompanied by an ORIGINAL invoice. [Download Direct Payment Form](#)

Expense Transfer (If you have a Dept ID, the GSC can transfer funds to the GSO account):

Requires Priority Funding Approval or the Event Funds Request Form to be submitted at least 21 days prior to the event. Additionally requires that the Completed Expense Transfer form be submitted at least 21 days prior to the event. The Expense Transfer Form must be accompanied by an ORIGINAL invoice. Receipts of the event must be submitted following the event. Failure to submit receipts may result in loss of funding for the remainder of the academic year/following academic year. [Download Expense Transfer Form](#)

If you have any questions, please contact the [GSC Treasurer](#).