

All students and organizations requesting money from either the SG or LCA account **MUST** complete the LCC Request Proposal Form first.

Where is your money going to come from?

Student Government (SG) –

- Budgeted events – see TWEN site for most up to date budget
- Must use prior to requesting LCA money
- Must be used on campus

Go to TWEN site and download / fill out / print “SG MONEY/SAR REQUEST FORM”

Turn form in to LCC Treasurer Mike Lazinsk **14 BUSINESS DAYS prior to date of PURCHASE**

- either in mailbox (in student org. office); or email to mlazi13@ufl.edu

Wait for approval email from Student Government stating: “You may now purchase your goods.” **Do NOT** purchase any items until approved.

Purchase items and hold event.

Return receipts to Student Government Finance office on third floor of Reitz Union within **30 DAYS** for reimbursement.

LCA -

- Special Requests account (limited funds allocated by Law College Council)
- Must come before LCC and make formal request
- Can be spent off campus

Email LCC Secretary Shylie Armon to get on agenda at shylic@ufl.edu

Make presentation before Law College Council meeting (See TWEN site for meeting calendar)

If approved, go to TWEN site and download / fill out / print “LCA Money Request Form” AND the “SG Money/SAR Request Form”.

Turn 2 forms into Student Affairs, c/o Michelle Ocepek, for signature. Student Affairs will bring form to Tena Canter in Dean’s Suite.

Wait for approval email from Tena Canter with PO number. **DO NOT** purchase any items until PO issued.

Purchase items and hold event.

Return receipts to Tena Canter in Dean’s Suite within **30 days** for reimbursement