How to Tutorial: Submitting GPSAFC Budget Requests

PRESENTER:
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DATE:
September 2017
GPSAFC –Deadlines

• Budget Application Deadlines:
  • Friday, September 29, 2017 for events that take place after October 7 and through Nov 6 (or later).
  • Friday, October 27, 2017 for events that take place after November 7 and through December 6 (or later)
  • Friday, November 24, 2017 for events that take place after December 7, 2017 and through February 27 (or later).
  • Friday, February 16, 2018 for events that take place after February 28, 2018 and through April 15, 2018—All GPSAFC funding requests for the LAW SCHOOL should be submitted to GPSAFC by the Feb. 16 date as no activities should take place later than April 15.

• Everything must be completed by deadline—all electronic signatures, support documentation uploaded, if speaker graduated less than 5 years---letter of support from advisor, etc.
“GPSAFC Funding Guidelines 2017”

• Please refer to this guideline before submitting budget requests. It contains all the information needed, specifically: eligible and ineligible expenses, Tier funding and how it is applied, GPCI funding and how to apply, etc.

• Click here for guideline.
Getting Started. Log into OrgSync and go to your portal (using Latino American Law Student Association with permission). Once at the portal, click on “more” than select “treasury”.

![OrgSync Portal](image-url)
Click on “manage budget”
In the drop down menu under “period” the current budget period will automatically be displayed. Click on the “New Budget” button:
Enter information:
- **Budget Title**—give your overall budget a name, i.e. “Fall 2017”, “Fall 2017 and Spring 2018 Programs Events”, etc.

![Budget Title Input Field](image)

![Fall 2017 and Spring 2018 Program/Events]

Enter-Budget Details—this is where you submit items that are event specific:
- **Item Title**—Title of event/program for which you are submitting an expense request. In this case “Panel—Latinos in the Law”—Spring

![Budget Details Table](image)

**Budget Details**

<table>
<thead>
<tr>
<th>Item Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latino in the Law Panel—Spring</td>
</tr>
</tbody>
</table>
-Category---for TIER funding the category is ALWAYS “PROGRAM”

-Under No. Line Item:
  -General
  -Description—insert and describe the expenses for this particular program/event. **NOTE:** Because, in this case, an expense is over $300 GPSA requires more detailed explanation (see line 119 “Funding Guidelines”), so I split the request into two line items to allow for more explanation—in this case i.e. Travel $500, i.e. cab/C2C $200; hotel $300.

and then click on “Add Line Item”, another line item opens up where you can add reception costs at $300. **NOTE:** If this amount was over $300, I would need to upload a more detailed document on the costs, i.e. menu with pricing, or the Excel spreadsheet with calculations, etc.

Summary—explain the reasons for the program (who, what, where, why), indicate it is at the law school (or on campus if not at LS) open to the graduate community.

See next slide for entire entry.
Fall 2017 and Spring 2018 Programs/Events

Budget Period
GPSAFC-2017-18-Annual Budget-SPR (18-03 Oct)

Budget Details

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>Item Title</th>
<th>Category</th>
<th>No. Line Item</th>
<th>Description</th>
<th>Request a Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Latino in the Law Panel—Spring</td>
<td>Program - 605</td>
<td>General</td>
<td>travel $500 (cab/C2C $200, hotel $30C)</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>General</td>
<td>Reception $300</td>
<td>300.00</td>
</tr>
</tbody>
</table>

Summary
Travel is for a Law School alumni who graduated over 10 years ago who now practices in NYC who will sit on panel of professionals representing both private and public sectors held at CU Law school discussing career opportunities for working in private, public and non-profit areas—open to graduate community.
When done with the first event/program, click on “Add Budget Item” to add another entirely different event/program and make budget requests as needed for each specific event/program.

NOTE: The example below is more simple, thus only one entry with all expenses identified is needed under “Description”. Continue to click on “Add Budget Item” with each event/program until completed—note this is an example of a co-sponsored event, each org must submit their own respective request for their portion of event expenses.
Once all planned programs/events budget submissions are completed but you wish for another person to review (L. Majeroni or someone else) then hit “Save and Finish Later”.

Once everything is completed and you are satisfied that all is done correctly, then hit “Submit”.

Once “submitted” then President, Treasurer and Advisor must go back to the budget and under the “comment section” enter the phrase “I am the [insert president, treasurer, advisor] and I approve this budget (can also submit officer approvals when the budget is still in the “save and finish later” stage). Everything must be “submitted” by the deadline date for that particular budget period.
GPSAFC GPCI Funding Request. Up to $200 event specific funding is available through the Graduate Professional Community Initiative or GPCI funding and is not considered as part of a student organization’s tier assignment. It must be requested in conjunction with a program that is using Tier funds, i.e. “Program”. Before submitting a GPCI request, please confer with GPCI Handbook. Be prepared to upload a document of support outlining all the initiatives that will be incorporated into the program. See steps for submitting GPCI request below—first make the program or “Tier” funding request: The CPCI funding request cannot exceed the amount requested in the Program line, i.e. if you request $100 program, you cannot request more than $100 GPCI.
Next—submit the GPCI requested funds. In this case, requesting funds for food to be served for a reception at the “Preparing to Enter Jobs Market—March 2018” program—notice the category is “GPCI Events – 945”. Also, see the “Upload Documents”—this is where you would upload the GPCI initiative support documentation.
If the GPCI funding request is approved, then a representative must attend one of the GPSA meetings at least one month prior to the program to explain the program’s initiatives. Following the program, a one page report must be sent to the commission outlining how the goals were met.

Click [here](#) for Commission meeting dates, times and locations.
After submitting budget requests, the Finance Commission meets by the dates indicated in their printed calendar to determine approvals or denials. If the budget has been approved, your budget will be set to “deferred” with a comment in the comment section that it is approved and will then convert to “approved”. If it is “denied” there will be comments in the comment section stating reasons why budget was denied, if it remains at “pending” it is likely to be missing something (signatures, information, etc.) which the commission will state in comment section and most likely moved to next budget cycle.