

ASNMSU Senate Funding Disclaimer Form

ASNMSU offers partial funding for research, events, projects, competitions, and conference travel through an approved Senate Bill, provided all procedures are properly completed. Please review and adhere to the following rules and regulations. Non-compliance will result in the **forfeiture of allocated funds**, which will be returned to the ASNMSU Cardinal, Revenue, and/or Expense Fund.

- Reimbursement is only available for line items and entities specifically listed on the Senate Bill or Graduate Student Council (GSC) forms.
- No organization shall receive more than one appropriations bill per event, research project, or conference, unless specifically permitted or mandated by the ASNMSU Bylaws. **This provision does not apply to graduate student organizations seeking funding for individual graduate students.*
- Failure to provide comprehensive disclosure of all financial funding information will lead to restrictions on future eligibility for funding from ASNMSU.
- Graduate students must obtain prior approval or denial from the Graduate Student Council before seeking additional funding from the ASNMSU Senate. Applications lacking proof of GSC approval or denial will face delays in the Finance Committee.
- The Financial Procedure Workshop must be completed with a 100% score by the required members in accordance with the ASNMSU Bylaws before the Senate meeting. Failure to meet this requirement will result in the forfeiture of the Bill.
- All necessary documents for reimbursements—such as itemized receipts, cover letters, conference details, research travel information, event details, proof of competition, and registration proof—must be submitted to the Comptrollers within **10 business days** of the Senate Bill becoming law or upon return from the event. Additionally, all constituents, clubs, and organizations are required to fulfill community service hours as outlined in the ASNMSU Bylaws.
- Only official receipts with acceptable supporting documentation will be accepted. Confirmation of purchase receipts are not valid. Receipts must meet criteria specified by the Financial Procedure Workshop, NMSU guidelines, and New Mexico State law.
- Any expenses shared between constituents must be accompanied by a letter signed by all involved parties, detailing the transactions. **Records of transactions must be provided whenever possible i.e. Venmo, Zelle, Check, etc.*
- Reimbursements must be submitted within 90 days of purchase. Submissions after this period will incur a 30% taxable amount per IRS regulations, which will be the responsibility of the constituents, clubs, or organizations. Upon completion of the reimbursement process, constituents, clubs, and organizations must sign their reimbursement forms (original or digital signatures only) within **10 business days**.
- In the event of a conflict between ASNMSU procedures and NMSU guidelines or New Mexico State Law, the university and state authorities will have final authority in resolving the matter.
- Failure to adhere to the deadlines and stipulations above will result in the forfeiture of the Senate Bill by the Comptrollers Department.
- There is no appeal process for forfeited Senate Bills. All allocated funds will be returned to the ASNMSU Cardinal, Revenue, and/or Expense Account.

By signing below, I confirm that I have read, understand, and agree to all terms outlined in this disclaimer. I commit to complying with all rules and regulations specified.

Signature

Date