



# RUTGERS

UNIVERSITY | NEW BRUNSWICK  
Graduate Student Association

**Graduate Student Association**  
School of Graduate Studies  
Rutgers University, New Brunswick  
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New Brunswick, NJ 08901

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September 22, 2022

Dear GSO Leader:

Once your funding application has been processed, your GSO will receive a portion of your request amount to be spent during the 22'-23' academic year. The submission of this application signifies that your GSO understands and will take on the following responsibilities when your funding has been allocated.

### RESPONSIBILITIES

- GSOs are responsible for thoroughly familiarizing themselves with the GSA's funding guidelines, especially Section 4 which pertains to the duties of GSOs and what spending the GSA can reimburse, and constitution.
- All GSOs will comply with guidelines set forth in the GSA Funding Guidelines, GSA Constitution, as well as all State, Federal, and Local Laws and Rutgers University policies.
- GSOs are responsible for managing their spending. Although the GSA will be tracking each GSO's expenditures, the GSA is not responsible for providing GSOs updates about their balance. It is up to your GSO leadership to track spending and to ensure that spending is in accordance with the GSA's funding policies. If you have a question about whether an expense is permissible, please contact the GSA before making the expense.
- Post event reports (PERs) should be submitted within 90 days of the conclusion of the event, unless special arrangements have been made.
- All PERs must be submitted by the end of day on May 30th, 2023
- Reimbursement checks should be picked up within two weeks of receiving an email from the GSA's Business Manager, unless arrangements are made with the Business Manager or another member of the GSA's executive committee.
- Once checks expire, they will not be reissued. It is the responsibility of the GSO to ensure that checks are picked up in a timely manner.

### PENALTIES:

Failure to comply with any of the abovementioned duties may result in any or all of the following consequences:

- Revocation of the organization's funding allocation for the event in question.
- Revocation of allocations for any events to be held by the organization that fiscal year, and denial of any further allocations to the organization that year.
- Loss of GSA recognition of the organization.
- Denial of all GSA funding for the organization for the entirety of the fiscal year following the one in which the failure to comply took place.

I, the undersigned, as an officer of the sponsoring graduate student organization named below, have read and understood the Duties and Penalties articulated above. I understand that I am personally and legally responsible for ensuring the compliance of my organization with these duties.

Date of Funding Workshop Attended \_\_\_\_\_

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Organization \_\_\_\_\_ Date \_\_\_\_\_