

Program Budget Procurement & Approval Timeline

If your committee is looking to procure funds for a program please make sure to follow the following steps to ensure disbursement. Make sure to allow 3-4 weeks for this process to compensate for approval time as well as sufficient time for Residence Life and Student Housing to award funds.

1. Create an itemized budget proposal
2. Submit budget along with a resolution to the RHA Executive Council by Sunday at 5pm.
3. Be prepared to present the Resolution, Wednesday, to the General Assembly.
4. If approved by the General Assembly, the treasurer will see to it that necessary funds are allocated.

Program Budget Procurement & Approval Timeline

If your committee is looking to procure funds for a program please make sure to follow the following steps to ensure disbursement. Make sure to allow 3-4 weeks for this process to compensate for approval time as well as sufficient time for Residence Life and Student Housing to award funds.

5. Create an itemized budget proposal
6. Submit budget along with a resolution to the RHA Executive Council by Sunday at 5pm.
7. Be prepared to present the Resolution, Wednesday, to the General Assembly.
8. If approved by the General Assembly, the treasurer will see to it that necessary funds are allocated.