



**Purdue
Graduate
Student
Government**

Est. 1985

Financial Code of Operations

2024-25

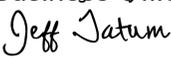
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President of PGSG	
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I. INTRODUCTION

Please read the PGSG Financial Code of Operations carefully before utilizing any funds or resources through the Purdue Graduate Student Government. All Purdue Graduate Student Government Officers, Committee Chairs, Senators, Committee Members, and task forces are expected to abide by the PGSG Financial Code of Operations in addition to the PGSG Constitution, By-Laws and Financial Handbook.

II. PURPOSE STATEMENT

The PGSG Financial Code of Operations outlines processes and procedures related to Purdue Graduate Student Government spending and operations. This document was created in an effort to ensure accountability in Purdue Graduate Student Government actions and efforts. The PGSG Financial Code of Operations is intended to supplement, enhance and enforce rules, restrictions and guidelines in the Purdue Graduate Student Government Constitution, By-Laws and Financial Handbook.

III. DEFINITIONS

- A. PGSG: Purdue Graduate Student Government
- B. SAO: Student Activities and Organization Office
- C. BOSO: Business Office for Student Organizations
- D. GSOGA: Graduate Student Organization and Grant Allocations
- E. GRAC: Grant Review and Allocation Committee of PGSG
- F. ODOS: Office of the Dean of Students
- G. PGSS: Purdue Graduate Student Senate
- H. PGSG Annual Term: The PGSG Annual Term shall be defined as one (1) year beginning May 1 (example: Summer 2020, Fall 2020, and Spring 2021 constitute one annual term).
- I. Fiscal Year (FY): The PGSG Fiscal Year shall be defined as one (1) calendar year beginning July 1. The budget shall include all funding for the entirety of the upcoming Fiscal Year.
- J. Fiscal Board
 - a. The Fiscal Board shall assist the Treasurer in overseeing all budgetary and fiscal matters of the PGSG, as defined and authorized by this document.
 - b. The Fiscal Board shall be a subcommittee of the Executive Board and thus shall not have direct representation on the Executive Board, as would otherwise be provided for all committees of the PGSG and as defined in the Constitution. The Treasurer shall serve as the voice of the Fiscal Board on all pertinent matters before the Executive Board.

- c. The Fiscal Board shall be composed of the PGSG President, Treasurer, Chief of Staff, Public Relations Officer, GRAC Chair, and Advisor(s).
- K. GSO: Graduate student organizations are defined as organizations that provide professional, academic and/or social support to graduate students. This does not necessarily include all organizations that have graduate student members. Graduate student organizations are reported by SAO.

IV. POLICY COMPLIANCE

It is the responsibility of all PGSG Officers, Executive Board Members, Senators, Committee Members, the Graduate Student Center Senior Administrative Assistant and Staff, and PGSG grant applicants to read and understand all policies and procedures of Purdue University, PGSG (Constitution, By-Laws, Financial Code of Operations, and Financial Handbook), SAO, BOSO, and the Graduate School. PGSG expenditures must be in compliance with all policies at all times. As it pertains to spending, anyone that is found to be in violation of any policy of Purdue University, PGSG, SAO, BOSO or the Graduate School must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, anyone that attempts to defraud or mislead these entities will be subject to disciplinary review by ODOS, and those involved may be held individually responsible and criminally liable for any funds received illegally or under false pretenses.

V. PGSG BUDGET PROCEDURES

A. Approval Process

1. The PGSG Treasurer shall assemble a budget proposal, representing the interests of the PGSG Executive Board and the PGSG Committees, and present the proposal to the Executive Board no later than the Executive Board meeting prior to the PGSS meeting at which the budget will be proposed to the Senate.
 - a. All PGSG Executive Board Members, PGSG Team Chairs, and the PGSG Graduate Student Vice Chairs wishing to receive, or edit, the allotment of designated PGSG funds shall submit a proposed budget to the Treasurer no later than two (2) meetings of the Executive Board prior to the PGSS meeting at which the budget will be proposed to the Senate.
 - b. The Treasurer shall assemble the requested budgets into a budget proposal without amendment.
2. The final PGSG Budget will be proposed by the PGSG Executive Board at the second-to-last meeting of the PGSS prior to the end of the PGSG Executive Board's annual term.
 - a. The Executive Board shall balance and adjust the budget proposed by the Treasurer before submission to the Senate.

- b. A majority vote of the Executive Board shall be required to pass the final budget proposal.
3. The PGSG Senate shall approve a fiscal year budget, either as proposed by the Executive Board or as amended, no later than the final Senate meeting of the PGSG Executive Board's annual term.
 - a. In the event that a vote to approve the budget fails, the motion to approve the budget shall be immediately and without objection reconsidered. Amendments shall be made and another vote taken, with the process repeating until such time as a budget is approved.
4. The Senate approved budget will be submitted to the Purdue University Business Office for Student Organizations Assistant Director of Financial Affairs and the Director of Student Activities for endorsement.
 - a. The endorsement from all entities must be written with documented emailed consent.
5. After endorsement, the budget will be uploaded on the PGSG website for viewing.

B. General Procedures

1. The approved PGSG Budget will be posted to the PGSG website (www.purduegradstudents.com) within one (1) week of BOSO and SAO endorsement.
2. The PGSG Treasurer will provide updated spending reports at every Executive Board meeting and Senate meeting.
3. An annual report of PGSG spending, activities and accomplishments entitled, "PGSG Annual Report," will be uploaded to the PGSG website, sent to BOSO, and SAO. The report will be sent at the end of the fiscal year.
 - a. The format of this report should include, but is not limited to:
 - i. Highlights and accomplishments from the year, written by a Senator that served that year.
 - ii. Announcement of new officers elected.
 - iii. Announcement of empty Senate seats for the upcoming year.
 - iv. List of university/community committees to which PGSG sends graduate representatives
 - v. List of ways graduate students can get involved in PGSG.
 - vi. Links to the PGSG endowment website, PGSG website, PGSG list-serve and PGSG facebook page.
 - vii. Announcement of Graduate Student Excellence Award winners.
 - viii. Summary of expenditures.
 - b. The Annual Report shall be compiled by the outgoing PGSG Fiscal Board.

VI. INTERNAL PGSG SPENDING PROCEDURES

A. Budgeting Procedures and Processes

1. PGSG Spending

- a. The PGSG President and Treasurer will not submit any check request forms for events not in the budget or where appropriate BOSO or SAO guidelines have not been followed, e.g., failure to submit SAO Event Planning Forms.
 - i. Purdue Graduate Student Government emphasizes the use of invoices in order to make payments for events/activities. To pay in advance, an invoice must be turned into the PGSG Treasurer at least 2 weeks before the event/activity. In the case where an invoice is provided on the day of the event, the invoice must be provided to the PGSG Treasurer within 48 hours.
 - ii. In the case of event substitutions, all substitutions must have been approved and discussed with the Chief of Staff, Treasurer, and President.
 - iii. The Team Chairs are responsible for spending the allotted budget for their respective Teams. The Chief of Staff will be responsible to ensure that Team Chairs are adhering to the budget allotments.
 - iv. In order to be reimbursed, individuals must provide an itemized receipt to the PGSG Treasurer.
 - v. All spending over \$100 must be performed by the Team Chairs unless otherwise assigned by the Team Chair and approved by the PGSG Treasurer.
 - vi. All reimbursement requests for an event/activity must be turned into the PGSG Treasurer within one (1) month after the event/activity.
 - vii. Lost reimbursement checks are the responsibility of the person being reimbursed. The BOSO lost check fee to reprint the lost check shall NOT be paid by PGSG.
 - viii. Late credit card fees, interest, or other fees due to delays in reimbursement are NOT the responsibility of PGSG. To avoid these types of fees, put in a check request to pay vendors directly on time, at least two (2) weeks before the event/activity.

2. Changes to Team Budgets and the transfer of funds between Teams

- a. The dedicated Team budget allotments may not be changed unless otherwise approved by the respective Team Chairs and the PGSG Senate.
 - i. If the transfer is made between Teams, there is no need for PGSG Senate approval.
 - ii. Approval must be made by the consenting Team Chairs, Chief of Staff, and the Treasurer through written and documented email

consent prior to spending.

- b. Specific changes within that Team Chair budget allotments may be made, but must be approved by the Team Chair, Chief of Staff, and Treasurer through written and documented email consent prior to spending.

3. Non-Team Internal Spending (for PGSG Operation Expenses)

- a. Line items for outside-of-Team spending shall be overseen by the PGSG President, Treasurer and Advisor.
- b. These items include but are not limited to: executive board and non-team items such as apparel, promotional items, food for events and Senate and Executive Board meetings, awards/recognition, office supplies and expenses, and travel.
- c. Specific payments to officers: These include PGSG Officers and their Vices, Team Chair and Team Vice Chair payments that are to be paid three times throughout the year (first payment at the end of the Summer semester, second payment at the end of the Fall semester, and third payment at the end of the Spring semester), with the exception of the president's payment which is paid monthly.

Annual Allocations - PGSG Officers

- President \$5,250
- Treasurer \$2,500
- Chief of Staff \$2,500
- Public Relations Officer \$2,500
- Legislative Affairs Officer \$2,500
- Diversity Officer \$2,500
- Parliamentarian \$2,500
- Vice Public Relations Officer \$1,000
- Vice Public Relations Officer 2 \$1,000
- Vice Diversity Officer \$1,000
- Vice Treasurer \$1,000

Annual Allocations – Senate Leadership

- Senate Chair \$1,500
- Senate Clerk \$1,000

Annual Allocations - Teams

- Life Team Chair \$1,500
- Community Team Chair \$1,500
- Career Team Chair \$1,500
- GRAC Chair \$1,500
- Life Team Vice Chair \$585
- Community Team Vice Chair \$585
- Community Mental Health Action Week Vice Chair \$585
- Community Research-O-Rama Director \$150
- Career Team Vice Chair \$585
- Legislative Review Committee Vice Chair \$585
- GRAC Travel Grant Vice Chair \$585
- GRAC Professional Grant Vice Chair \$585

- GRAC GSOGA/Symposium Grant Vice Chair \$585
- GRAC Transitional Housing Grant Vice Chair \$585
- GRAC Accessibility Grant Vice Chair \$585

- d. Student workers and PGSC Senior Administrative Assistant wages.
 - e. Facility maintenance and improvements.
4. All disbursements from the PGSG BOSO account shall require the authorization of at least two (2) of the following: the PGSG President, PGSG Treasurer, or PGSG Advisor.

B. Procedures for Overspending or Spending Outside of the Allocated Budget

1. Team Chairs and the Chief of Staff are responsible for keeping Team Chair's spending within the approved budget.
2. The PGSG President, Treasurer, Graduate Student Center Senior Administrative Assistant, and PGSG Officers are responsible for keeping outside-of-Team Chair spending within their specific line items within the approved budget.
3. In cases of Team Chairs, PGSG Officers, or PGSG Team members spending over the allocated budget, or outside of allocated budgets without approval via written and documented consent between said individual and the PGSG Treasurer:
 - a. No reimbursement will be approved for any unapproved spending or over budget spending except by explicit written and documented email consent by the PGSG Treasurer and President.
 - b. The PGSG Treasurer and President will review cases of overspending or spending outside of approved budgets.
 - i. The PGSG Treasurer and President may review these cases with guidance from the PGSG advisor(s).
 - c. If the PGSG Treasurer, President, and advisor(s) find an individual in violation of budgetary procedure, they will submit a grievance complaint to the Executive Board and, if deemed necessary, the Senate, as defined in the Constitution.

VII. EXTERNAL PGSG SPENDING PROCEDURES

A. Introduction

1. External PGSG Spending Procedures includes and is limited to:
 - a. GSOGA funds [[Application](#), [Policies and Rubric](#)]
 - b. Travel Grant funds [[Application](#), [Policies and Rubric](#)],
 - c. Professional Grant funds [[Application](#), [Policies and Rubric](#)],
 - d. Symposium Grant funds [[Policies and Rubric](#)],
 - e. Childcare Grant funds [[Eligibility](#), [Application](#)].
 - i. The Division of Financial Aid reviews all applications and allocates awards. PGSG contributes funds but does not directly handle any applications. Note that the Childcare Grant is currently not in use.

- f. Strategic Partnerships [[Policies](#)],
 - g. Graduate Student Equipment Fund [[Policies](#)]
 - h. Mental Health Partnership funds [[Policies](#)].
 - i. Emergency Needs Grant Fund [[Application](#), [Policies and Rubric](#)]
 - j. Transitional Housing Grant [[Application](#), [Policies and Rubric](#)]

 - k. Accessibility Grant [Application, Policies and Rubric]

 - l. Small Research Grant [Application, Policies and Rubric].
2. The PGSG Senate shall allocate a total of at least 50% of the entire PGSG Budget (internal + external spending) to these 11 external PGSG expenditures:
- a. GSOGA funds,
 - b. Travel Grant funds,
 - c. Professional Grant funds,
 - d. Symposium Grant funds,
 - e. Childcare Grant funds
 - f. Strategic Partnerships
 - g. Graduate Student Equipment Fund
 - h. Mental Health Partnership funds
 - i. Transitional Housing Grant funds
 - j. Accessibility Grant funds
 - k. Small Research Grant funds
3. The Emergency Needs Grant will be funded by an initial seed contribution from the PGSG Projects and Enterprises Account, with continuing funds allocated from a 100% of the profits gathered by PGSG from income that is not sourced from student activity fees.

B. Funding Authorization

1. The PGSG Treasurer and Grant Review and Allocation Chair are responsible to ensure VII, A, 2.
 - i. Authorization for disbursement of GSOGA, Travel Grant, Professional Grant, Symposium Grant, Small Research Grant, and Childcare Grant funds shall be given by the Chair of the Grant Review and Allocation Committee.
 - ii. All funding decisions shall be made by the Grant Review and Allocation Committee. The chair may not vote in any grant allocation decisions and the vice chairs may not vote in decisions regarding their respective grants.
 1. Meeting minutes shall be taken at every meeting and include discussions regarding funding plans and final votes. The GRAC Chair shall report funding decisions

- iii. Funds may be reallocated between the 5 budget categories as needed with approval of the committee.
 1. Reallocations between the applications that GRAC directly approves (Travel, Professional, GSOGA, and Symposium grants) may occur in the spring semester when one grant receives fewer applications than expected while another grant has greater application numbers (e.g. \$1,000 originally allocated to the Symposium Grant may be used for Professional Grant).
 2. In these situations, the respective vice chair shall generate several funding plans, with or without reallocating funds.
 3. At the appropriate GRAC meeting, the vice chair shall present these plans and the committee may have a discussion before holding a vote.
 4. The GRAC Chair shall report all funding decisions at subsequent PGSS meetings.
2. Authorization for disbursement of Strategic Partnerships, Graduate Student Equipment Fund, and Mental Health Partnership Fund shall be given by the PGSG President, Treasurer, Chief of Staff and the Chair of the Grant Review and Allocation Committee.
 - a. Applications for the Strategic Partnership Fund are approved by the full Executive Board.
 - b. Applications for the Graduate Student Equipment Fund are approved by the PGSG Treasurer, PGSG Senate Chair, GRAC Committee Chair, and GSOGA Vice Chair.
 - i. The PGSG President will cast only a tie-breaking vote when necessary.
 - c. Applications for the Mental Health Partnership Fund are approved by the PGSG President, PGSG Life Team Chair, and PGSG Mental Health Awareness Week Director.
3. Authorization for the disbursement of the Emergency Needs Grant Funds shall be given by a Review Committee presided by the GRAC chair and consisting of: PGSG President, PGSG Treasurer, PGSG Chief of Staff, Director of the LGBTQ Center, and PGSG Advisor.
4. Authorization for the disbursement of the Transitional Housing Grant Funds shall be given by a Review Committee presided by the GRAC chair and consisting of: PGSG President, PGSG Treasurer, PGSG Chief of Staff, PGSG Advisor, and THG Vice Chair.

a. Funds may be reallocated from GSOGA, Travel Grant, Professional Grant, Mental Health Partnership Grant, Strategic Partnership Grant and Symposium Grant to the Transitional Housing Grant with the approval of the GRAC Chair, PGSG Treasurer, and GRAC team.

- i. If unused funds remain. Reallocation of funds from the reserve account may occur during the final Executive Board meeting of the academic year .”

5. Authorization for the disbursement of the Accessibility Grant Funds shall be given by a Review Committee presided by the GRAC Chair and consisting of: PGSG President, Treasurer, Chief of Staff, Advisor, Diversity Officer, GRAC Professional Development Vice Chair, a representative from the Critical Disability studies program, and GRAC Accessibility Vice Chair.

- 5.1. Funds may be reallocated from GSOGA, Travel Grant, Professional Grant, and Symposium Grant to the Accessibility Grant with the approval of the GRAC Chair and PGSG Treasurer.
- 5.2. Funds may be reallocated from Strategic Partnerships, Graduate Student Equipment Fund, and Mental Health Partnership Fund to the Accessibility Grant with the approval of the PGSG President, Treasurer, Chief of Staff and the Chair of the Grant Review and Allocation Committee.
- 5.3. Reallocations may occur during the final Executive Board meeting of the academic year, if unused funds remain.”

Applications for the Accessibility Grant are approved by the Accessibility Review Committee, headed by the GRAC Chair, comprising the PGSG President, Treasurer, Chief of Staff, Advisor, Diversity Officer, GRAC Professional Development Vice Chair, a representative from the Critical Disability studies program, and GRAC Accessibility Vice Chair

VIII. AMENDMENTS

- A. All amendments to the Financial Code must be proposed and voted on within meetings of the PGSS.
- B. Amendments may not be both proposed and voted on within the same PGSS meeting.
- C. Amendments must be voted on within one-hundred (100) days of proposal. This requirement is waived in the event that an amendment is proposed at the final PGSS meeting of the spring semester, in which case the amendment must be voted upon at the first PGSS meeting of the fall semester.
- D. Two (2) weeks written notice shall be given to all Senators before a vote may be taken on an amendment to the Financial Code. At the time of notification, a verbatim copy of the amendment to be considered will be provided to all Senators.
- E. Amendments shall require a two-thirds (2/3) majority vote in the PGSS to be ratified.
- F. For the amendment to take effect it must be submitted to SAO and BOSO for approval. In the instance that BOSO and SAO do not approve of that amendment,

It shall be taken back to the PGSS for further discussion and correction of the amendment .

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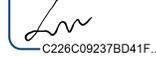
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mitra26@purdue.edu

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Jeffery Stefancic

jpstefan@purdue.edu

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Martia King

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X Director of Student Involvement

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Purdue University

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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