**Purdue
Graduate
Student
Government**

Est. 1985

# Financial Code of Operations

**2021-22**

Approved:

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1

**Table of Contents**

## 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 manners 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. 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 $19,000
- Treasurer $2,000
- Chief of Staff $2,000
- Senate Chair $2,000
- Public Relations Officer $2,000
- Legislative Affairs Officer $1,000
- Diversity Officer $1,000
- Parliamentarian $1,000
- Vice Public Relations Officer $500
- Vice Diversity Officer $500

Annual Allocations - Teams
- Life Team Chair $1,000
- Community Team Chair $1,000
- Career Team Chair $1,000
- GRAC Chair $1,000
- Life Team Vice Chair $500
- Community Team Vice Chair $500

Annual Allocations - PGSG Directors

- Mental Health Awareness Week Director $250
- Graduate Student Appreciation Week Director $250
- Fall Career Fair Director $250
- Spring Career Fair Director $250
- Next Generation Scholars Director $250
- Big Grad Event Director $250
- GRAC Vice Chair - Travel Grant $250
- GRAC Vice Chair - Professional Grant $250
- GRAC Vice Chair - GSOGA and Symposium Grant $250
- Treasurer 2 $500

    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.
   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]

2. The PGSG Senate shall allocate a total of at least 50% of the entire PGSG Budget (internal + external spending) to these eight 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

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, 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 at PGSS meetings.
        2. The Childcare Grant requires sensitive financial information; applications shall be reviewed and allocated by the Division of Financial Aid.

    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.

## 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. The amendment shall take effect immediately upon ratification by the PGSS and approval by BOSO and SAO of that amendment. In the instance that BOSO and SAO does not approve of that amendment it shall be taken back to the PGSS for further discussion and correction of the amendment.

**PGSG Emergency Needs Grant**
Fall 2021
Proposal by:
Madelina Nuñez - President, Purdue Graduate Student Government
Clairissa Corpstein - Grant Review and Allocation Chair, Purdue Graduate Student Government
Alex Seto - Chief of Staff, Purdue Graduate Student Government

### *Introduction*

Members of the Purdue Graduate Student Government Executive Board set out to establish a new grant beginning Spring 2022 entitled the "PGSG Emergency Needs Grant". The purpose of this grant would be to support graduate students' continued academic and personal success by providing them assistance during moments of great financial hardship. The PGSG Emergency Needs Grant (ENG) is designed to reduce barriers to access and make funds available to students with critical need(s), as guided and defined below by the Federal Emergency Management Agency (FEMA):

> "...Immediate or critical needs are life- saving and life-sustaining items including, but not limited to: water, food, first aid, prescriptions, infant formula, diapers, consumable medical supplies, durable medical equipment, personal hygiene items and fuel for transportation."[1]

Additional needs considered may also include requests for: supplemental income, in the event that paychecks are delayed and/or current stipends are shown to be insufficient for day to day living; and medical care. To that end, the process consists of students providing a brief description of the need and/or rationale along with a projected itemized budget or itemized cost projection to be reviewed by the PGSG GRAC Chair in consideration of the award. Awards will be processed on a rolling basis funded through PGSG profits made, for example, through the PGSG Career Fairs and Team Shop. 100% of PGSG profits made will be dedicated towards funding the ENG. However, this value is subject to change in the event that an additional initiative is proposed for use of these funds. Modifications to this and the PGSG Financial Code of Operations will be made at that time in order to accommodate any additional initiatives.

### *Committee*
At the GRAC Team Chair's discretion, a committee of five (PGSG President, Treasurer, Chief of Staff, Director of the LGTBQ+ Center, and the PGSG Advisor with the GRAC Chair as presider) would be appointed to review all grant requests as they come in. At the GRAC Chair's discretion, a GRAC Vice Chair (Travel, Professional, or GSOGA/Symposium) may be recruited at the beginning of each academic school year to assist with monitoring incoming applications and disseminating anonymized applications to the ENG Committee should the need arise, if the GRAC

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[1] Federal Emergency Management Agency (FEMA), "Critical Needs Assistance". September 1, 2020. https://www.fema.gov/fact-sheet/critical-needs-assistance. Accessed November 4 2021.

Chair is not immediately available to do so. In addition, the GRAC Chair will be responsible for record keeping of applied needs, application scores and decisions, and awarded applicants. All committee members (including any potential GRAC Vice Chair) would be required to be FERPA trained. This committee will determine awarded applications based on the submitted description or rationale for an appropriate funding allocation. We propose the following:

| Founding PGSG Contribution | $10,000.00 |
| --- | --- |
| % of the revenue, i.e. from the PGSG Official Team Store or other efforts would then fund the PGSG Emergency Needs Grant henceforth. The % amount and further contributions would be decided on by the PGSG Executive Board and confirmed by SAO and BOSO. | 100% |

### Process for awarding the grant and application

The PGSG Emergency Needs Grant sets out to mirror the framework of the already established LGBTQ+ Support Fund.

*Eligibility*

Emergency need will be determined as (future) critical needs (e.g. safety) as defined above. Applicants will not be allowed to apply for needs that have already been paid for previously (e.g. retroactive awards). Graduate and professional students supported by PGSG (i.e. sans PharmDs) must be enrolled and in good academic standing with the University in order to be eligible. Students will be able to apply and receive the award 2 times during an academic school year, with the second time being incumbent on continued financial need as decided by the Review Committee. Awards will be capped at a $500 maximum request per application (maximum allowed funding: $1000 per academic year).

*Applications and Review*

Grants will be submitted and reviewed on a rolling basis as needed. Applicants will be required to submit a Qualtrics application survey (here, screenshot in Appendix) and an application form (screenshot in Appendix). Applications and/or Qualtrics forms that are not complete will not be eligible for review. Applicants will be required to list budget items in order of most critical for their need, along with cost, reduced cost (if possible), and total/final cost being requested up to the ENG limit listed above. The PGSG GRAC Chair is responsible for determining application

eligibility, removing or redacting identifiable information, and presenting it to the Review Committee for deliberation.

Applications will be scored according to a minimal rubric as shown below for a total of 14 points. A point cutoff will be used to determine whether a grant is funded or not (a conservative 6/14 points; however, the Committee is able to amend this expectation for the start of the next academic year if necessary). Funding will be decided according to the items listed in the budget. Committee will vote on whether to fully or partially fund each individual item on the budget, as related to the appropriateness of the item to the demonstrated need. If partial funding is decided, that item will generally be funded 50%. However, ultimately partial funding will be up to the discretion of the committee. Rationale for partial funding amount will be available to the student, as well as documented for future reference.

**Emergency Need Rubric**

1. Timeline of Need (applicant self-reported):
    a. **Critical** (within a **week** of application submission) - 3 pts
    b. **Standard** (within a **month** of application submission) - 2 pts
    c. **Moderate** (within **four months** of application submission) - 1 pt
2. Description of background of financial need (sans private/undisclosed/redacted information)
    a. 3 pts - Included and discussed, financial need easily understood by reader
    b. 2 pts - Included
    c. 1 pt - minimal inclusion/discussion
    d. 0 pts - not included or discussed
3. Description for why is the need
4. Budget justification
    a. 3 pts - budgeted items fall under the scope of critical need and are well-thought out within the context of described need
    b. 2 pts - budgeted items are included
    c. 1 pt - budgeted items are included but no rationale given, most/all items do not make sense within context of described need
    d. 0 pts - budget not included
5. Cost reduction (if possible)
    a. 1 pt - yes; description of possible reductions in cost of budgeted items (if reduction not possible, this is also discussed)
    b. 0 pts - no; description not included
6. Description of other funds
    a. 1 pt - yes; description of attempt to secure other funds, lack of other funds, inability to obtain other funds, etc. No point deduction for inability to obtain other funds, only required to have a discussion. Applicants will **not** be ineligible for funds if they have received previous funding for their need.
    b. 0 pts - no; description not included

**Total**: **-**/14 points (score required for approval: 6/14)

ENG Committee will be given 48 hours to respond to the GRAC Chair with their graded rubrics and any comments. One of three decisions may be reached:

1. **Awarded** - requested need is eligible, application meets minimum expected requirements (e.g. point cut-off for approval). No further action is required on the part of the applicant.
2. **Awarded with changes** - requested need is eligible, but application may not meet expected requirements. The ENG Committee will give recommendations for improvements to grant application and, if the applicant makes necessary changes and resubmits within 48 hours of initial decision date, the requested need will be funded.
3. **Denied** - a) requested need is ineligible or does not fall under critical need, or b) the applicant has listed need as moderate (within 4 months of application deadline) and ENG does not have funds to support the current need
   a. If b), applicant will be able to reapply closer to their timeline of need in the event that the ENG has funds available for processing

Once a decision has been reached, the GRAC Chair will notify applicants within 72 hours of their submission date (for **critical** and **standard** timeline applications), or within 1-2 weeks of their submission date (for **moderate** timeline applications). Review timeline and decision deadlines will be subject to normal business hours. If an application is received outside of normal business hours (for example, during an extended academic holiday or break), the committee may choose to review these applications per their discretion. Otherwise, application review will resume once typical business hours begin.

*Awards and Follow-up*

Awards will be delivered as Financial Aid, which will allow funding for both Domestic and International recipients. Students will be made aware of the implications of receiving a Financial Aid award if outstanding balances exist on their student accounts. Requests may be made to cover the deficit. However, regardless of outstanding balances on student accounts, the award limitations will remain as a maximum of $500 per application, with the option for students to reapply if necessary (with an academic year cap of $1000).

Students will be required to submit a status update and accounting budget report within 60 days of award disbursement or budgeted purchases are made, whichever comes later. Failure to do so will result in the student being ineligible for future PGSG grants until the required forms are completed and submitted. Status update Qualtrics survey can be found here; update form and budget is shown in Appendix below. Should a student require additional funding and has not already received a second award, they are eligible to re-apply with an updated application form.

In the event that profits are exhausted, disbursement of the grant will be put on hold until further profits/PGSG funds can be obtained.

*Record Keeping*

Applications, along with information on funded and non-funded applicants, will be kept in a secure way per FERPA requirements (e.g. a BOX folder kept on the Purdue server). Only the GRAC Chair and, per their discretion, a GRAC Vice Chair will have access to applicant identifying information, while the ENG Committee will have access to de-identified data, such as applications. These records will serve to inform Committee members of past funded requests as well as to maintain consistency in expectations and eligibility from year to year. Applications and identifying information will be kept in folders labelled with the current year, as well as an expiration date of 5-7 years. Before a transition between the new and old ENG Committee takes place, the previous ENG Committee is responsible for removing any expired folders as recommended by FERPA.

**Appendix.**

## Application (Qualtrics)

| Please complete the following information | |
|---|---|
| First Name | |
| Surname | |
| Purdue E-mail | |
| Phone Number | |
| Campus Address | |
| Home Address (if same as campus address, please put "campus") | |
| PUID | |

**Please check if you have applied for previous funding for the current requested need:**

| | Yes | No |
|---|---|---|
| ODOS Critical Need Grant | ○ | ○ |
| ODOS Emergency Student Loan | ○ | ○ |
| Other | ○ | ○ |

**If "other", please include below what other funding opportunity you have applied for:**

| |
|---|

**Please check if you have received funding previously for the current requested need (if you have not applied for previous funding, please check "n/a"). Please note that being awarded a previous fund does not make you ineligible for the PGSG Emergency Needs Grant:**

| | Yes | No | N/A |
|---|---|---|---|
| ODOS Critical Need Grant | ○ | ○ | ○ |
| ODOS Emergency Student Loan | ○ | ○ | ○ |
| Other | ○ | ○ | ○ |

Have you received the PGSG Emergency Needs Grant before?

○ Yes

○ No

Are you requesting additional funds for your previously awarded PGSG Emergency Needs Grant?

○ Yes

○ No

Please upload a statement of your financial need as well as your itemized budget. Application form can be found here: PGSG Emergency Needs Grant Application

Drop files or click here to upload

**Privacy Statement:** The PGSG Emergency Needs Grant Committee securely collects the information you voluntarily provide through your online application form which may include personal information (such as your identifying information, essay response, documentation of need, etc.). The Committee will not sell or re-disclose the information you provide or use that information for any purpose other than the Committee's consideration of your request for grant funds except as is required by law. The information you provide the Committee will be securely stored for a period of five (5) years following the last date you attend Purdue University. By submitting your application, you consent to the terms of this privacy statement.

**Applicant - Read and Sign:** I certify that I have read and agree to the current rules and instructions for the Emergency Needs Grant.

**Applicant electronic signature:**

**Date**: (MM/DD/YYYY)

**Application (**Form**)**

**Purdue University Student Government**
**Emergency Needs Grant Application**
Funding Need and Itemized Budget

**What is the timeline of your requested need?** (Please highlight)

Critical (within a week of app submission)
Standard (within a month of app submission)
Moderate (within four months of app submission)

**In 500 words, please describe your funding need**. Please include: a brief description of the background of your situation; why this is an emergency need; a rationale for the timeline of requested need (mentioned above); discussion on any/lack of outside or other sources of funding. If a medical need is involved, explicit mention of medical conditions does **not** need to be included. *Any identifying information provided will be redacted for the purpose of application review.*

Click or tap here to enter text.

**For Request**. Up to a total $500 request. Please list budget items as ranked from most to least critical. If a reduced cost for an item is available, please note in the table below – otherwise list as n/a, and briefly mention why (if possible).

| Item | Cost | Cost Reduction (n/a if not applicable) | Requested |
|------|------|----------------------------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

*To add more items, click the + at the bottom right of the chart

**Total Requested:** Click or tap here to enter text.

*If reapplying, please also include any deficit of cost for items from previous application if you are requesting funding for that as well.

**Follow-up (Qualtrics)**

| | |
|---|---|
| **Please answer the following fields regarding your previous PGSG Emergency Needs Grant** | |

| | |
|---|---|
| First Name | |
| Surname | |
| Purdue Email | |
| Telephone # | |
| Date Received | |

**Please fill out the PGSG ENG Status update form and submit it. Form can be found here: Status Update: PGSG Status Update Emergency Needs Grant**

Drop files or click here to upload

## Follow-up (Form)

**Total Awarded:** Click or tap here to enter text.
**Are you in need of a re-application?** Click or tap here to enter text.

**Briefly discuss how the ENG was beneficial in meeting your financial needs.**
Click or tap here to enter text.

**If you are in need of a reapplication, please briefly discuss what additional financial needs you have.**
Click or tap here to enter text.

**Previous grant award:**

| Item | Cost |
|------|------|
| | |
| | |
| | |
| | |

*To add more items, click the + at the bottom right of the chart

**Total Spent:** Click or tap here to enter text.
**\*Continued need:** Click or tap here to enter text.

*N/A if not in need of a reapplication. Continued need is for any deficit of cost for current request; requests for funding for new items can be specified in additional application.

## Reviewer Survey (Qualtrics)

Please review the current ENG Application and grade according to the rubric as described below.

[screenshot of application form and budget here]

Please grade criteria according to rubric:

3 - Criteria is included and discussed, easily understood by reader
    (for budget justification: budgeted items fall under scope of critical need)
2 - Criteria is included
1 - Minimal inclusion/discussion of criteria
    (for budget justification: no rationale given for budgeted items within context of described need)
0 - Criteria is not included

|  | 3 | 2 | 1 | 0 - Not Included |
|---|---|---|---|---|
| Timeline of need (applicant reported) | ○ | ○ | ○ | ○ |
| Description of background of financial need | ○ | ○ | ○ | ○ |
| Description for why is the need | ○ | ○ | ○ | ○ |
| Budget Justification | ○ | ○ | ○ | ○ |

Please grade criteria according to rubric:

1 point - criteria/discussion of criteria is included
0 point - criteria/discussion of criteria is not included

|  | 1 | 0 - Not Included |
|---|---|---|
| Cost Reduction | ○ | ○ |
| Description of other funds | ○ | ○ |

Does applicant meet the score threshold for approval?

○ Yes
○ No

**If Yes is chosen**

**Budgeted Items [# of options will be variable to what is included in application]**

| | Fully Fund | Partially Fund |
|---|---|---|
| Budget Item #1 | ○ | ○ |
| ... | ○ | ○ |
| Budget Item #n | ○ | ○ |

If you voted to partially fund a budget item, please describe why and what % of the item should be funded (default: 50%)

## If No is Chosen

If applicant did not meet score threshold, please provide feedback for how applicant can improve.

You have finished reviewing this application. Do you want to submit?

○ Yes

○ No

# DocuSign

## Certificate Of Completion

Envelope Id: CB77CCFE53584E69AF7C778954DFE7C6                                          Status: Completed
Subject: Please DocuSign: Financial Code of Operations 2021-2022 - Final.pdf, PGSG Emergency Needs Grant...
Source Envelope:
Document Pages: 23                          Signatures: 3                          Envelope Originator:
Certificate Pages: 2                        Initials: 0                           Tammy L Lineback
AutoNav: Enabled                                                                  401 S. Grant St.
EnvelopeId Stamping: Enabled                                                      West Lafayette, IN  47907
Time Zone: (UTC-05:00) Indiana (East)                                            lineback@purdue.edu
                                                                                 IP Address: 128.210.106.177
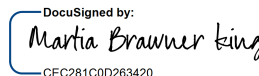
## Record Tracking

Status: Original                            Holder: Tammy L Lineback             Location: DocuSign
       1/3/2022 2:15:37 PM                         lineback@purdue.edu

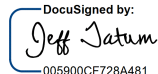| Signer Events | Signature | Timestamp |
| --- | --- | --- |
| Martia Brawner King<br>mbrawner@purdue.edu<br>X Director of Student Involvement<br>Purdue University- SAO<br>Security Level: Email, Account Authentication (None) | *Martia Brawner King*<br>CEC281C0D263420...<br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 73.103.26.221<br>Signed using mobile | Sent: 1/3/2022 2:38:28 PM<br>Viewed: 1/3/2022 2:44:16 PM<br>Signed: 1/3/2022 2:44:24 PM |
| **Electronic Record and Signature Disclosure:**<br>   Not Offered via DocuSign | | |
| Tammy L Lineback<br>lineback@purdue.edu<br>Asst Dir of Financial Affairs<br>Purdue University<br>Security Level: Email, Account Authentication (None) | *Tammy Lineback*<br>28C9AC7D68E3498...<br><br>Signature Adoption: Uploaded Signature Image<br>Using IP Address: 128.210.106.177 | Sent: 1/3/2022 2:44:25 PM<br>Viewed: 1/3/2022 2:53:29 PM<br>Signed: 1/3/2022 2:53:45 PM |
| **Electronic Record and Signature Disclosure:**<br>   Not Offered via DocuSign | | |
| Jeff Tatum<br>tatumj@purdue.edu<br>Purdue University<br>Security Level: Email, Account Authentication (None) | *Jeff Tatum*<br>005900CF728A481...<br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 73.103.132.88 | Sent: 1/3/2022 2:53:47 PM<br>Viewed: 1/4/2022 10:05:43 AM<br>Signed: 1/4/2022 10:08:39 AM |
| **Electronic Record and Signature Disclosure:**<br>   Not Offered via DocuSign | | |

| In Person Signer Events | Signature | Timestamp |
| --- | --- | --- |

| Editor Delivery Events | Status | Timestamp |
| --- | --- | --- |

| Agent Delivery Events | Status | Timestamp |
| --- | --- | --- |

| Intermediary Delivery Events | Status | Timestamp |
| --- | --- | --- |

| Certified Delivery Events | Status | Timestamp |
| --- | --- | --- |

| Carbon Copy Events | Status | Timestamp |
| --- | --- | --- |

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 1/3/2022 2:38:28 PM |
| Certified Delivered | Security Checked | 1/4/2022 10:05:43 AM |
| Signing Complete | Security Checked | 1/4/2022 10:08:39 AM |
| Completed | Security Checked | 1/4/2022 10:08:39 AM |

| Payment Events | Status | Timestamps |
|---|---|---|