

# Senate vs Agency Funds

## Senate Funds

- Allocated to student organizations by the TTUHSC Student Government Association (SGA)
  - Funding Regulations Handbook provides references on allowable expenses and processes for spending.
- Comes from Student Service Fees paid by on-campus students at TTUHSC.
- Budget requests for allocations are submitted each Spring semester, due on March 1<sup>st</sup>.
- Special Projects Funds requests are for new organizations or for student organization unforeseen expenses. These funds are also from Student Service Fees.
  - These requests are for a one-time event/meeting and a request can only be approved for the organization one time per academic year.
  - If approved, the organization will be notified and will work with Student Life to access the funding.
- Funds are provided for a specific academic year and do not roll over.
- Managed by the Office of Student Life – staff handle all purchases.
- Requests are submitted through the Purchase Request system in HSC Net
  - Found in the organization's Finance Tool.

## Agency Funds

- Raised by the student organization through membership dues, fundraisers, and donations to the organization.
- Funds roll over from year to year
- Funds are managed in one of two ways:
  - Off-Campus Bank Account
    - This is setup by the student organization and information should be passed to new officers each year. Access to the account should be granted to the appropriate officers and the Faculty/Staff Advisor during transition times.
    - This fund is available for use by the organization as seen fit. Guidelines for management of funds in this account should be included in the organization's Constitution.
    - **VERY IMPORTANT:** Officers should ensure that when transitions occur that the Employer Identification Number (EIN) for the organization is passed along to the new officers.
  - Agency Account (Some Medicine Organizations)
    - Funds are managed by the School of Medicine
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    - Must follow TTUHSC Purchasing policies as guided by the School of Medicine
    - Requests for spending are submitted through the Medicine Agency Fund Request form in HSC Net
      - Form Link:  
<https://ttuhsc.campuslabs.com/engage/submitter/form/start/492209>