




What can we use funding for ?

Source			
Funding Type	Council Grants	Council Appropriations	Senate Bills
Funding Max	None	\$500 / Academic Year / Organization	40% Reimbursement / Bill
REIMBURSEMENTS	REIMBURSEMENTS	REIMBURSEMENTS	REIMBURSEMENTS
	<ul style="list-style-type: none"> Travel fuel Transportation such as shuttles, taxis, car services, etc. (It is recommended that council organizations rent vehicles through an NMSU Department utilizing Enterprise Rentals) Parking fees (during travel) 	<ul style="list-style-type: none"> Travel fuel Transportation such as shuttles, taxis, car services, etc. (It is recommended that council organizations rent vehicles through an NMSU Department utilizing Enterprise Rentals) Parking fees (during travel) 	<ul style="list-style-type: none"> Travel fuel, lodging, some conference fees Conference transportation such as shuttles, taxis, car services, etc. (It is recommended that council organizations rent vehicles through an NMSU Department utilizing Enterprise Rentals) Parking fees (during travel)
P-CARD	P-CARD	P-CARD	
<p>The Purchase Card is like a credit card. Purchase steps, schedule the P-Card from the funding source.</p>	<ul style="list-style-type: none"> Building materials Promotional items Tables, Tablecloth Outreach Supplies (Glue, Plates, Paper) Clothing and accessories Food purchases other than catering Plaques, trophies and certificates Office supplies Graduation paraphernalia such as stoles, cords, etc. Equipment purchases such as tools and supplies Printing and reproduction (posters, fliers, banners) 	<ul style="list-style-type: none"> Building materials Promotional items Clothing and accessories Food purchases other than catering Plaques, trophies and certificates Office supplies Graduation paraphernalia such as stoles, cords, etc. Equipment purchases such as tools and supplies Conference registration fees Airfare Printing and reproduction (posters, fliers, banners) 	<ul style="list-style-type: none"> Building materials NOT ALLOWED Food Discretionary Expenses Anything not related to Travel <p>Note: ASNMSU will deduct the amount of E-Council Appropriation funding used for a trip if an ASNMSU Bill was also written to fund it because it's from the same source.</p>
PURCHASE ORDER (PO)	(PO)	(PO)	
<p>The Purchase Order is a piece of paper typed up by the funding source.</p>	<ul style="list-style-type: none"> Catering other than Sodexo DJ's, performers, speakers and presenters Rentals (sound equipment, tables and chairs, inflatables, generators, barriers, portable restrooms and handwashing stations) Film showings (license purchasing) 	<ul style="list-style-type: none"> Catering other than Sodexo DJ's, performers, speakers and presenters Rentals (sound equipment, tables and chairs, inflatables, generators, barriers, portable restrooms and handwashing stations) Film showings (license purchasing) 	
<p>Purchase steps: a) obtain a quote for the service, b) email a copy of the quote and funding proof to the PO maker at the funding source.</p>	<ul style="list-style-type: none"> Gift cards (shall not be given to NMSU employees and shall not exceed twenty-five dollars (\$25) per recipient) 	<ul style="list-style-type: none"> Gift cards (shall not be given to NMSU employees and shall not exceed twenty-five dollars (\$25) per recipient) 	
	NOT ALLOWED	NOT ALLOWED	
<p>(Funding proof is just an appropriation form with all signatures or grant form.)</p>	<ul style="list-style-type: none"> Items to be sold for fundraising purposes Giveaway items in excess value of twenty-five dollars (\$25) per recipient 	<ul style="list-style-type: none"> Items to be sold for fundraising purposes Giveaway items in excess value of twenty-five dollars (\$25) per recipient 	