

Appropriation Process

A primary function of the council is to provide organizations with a portion of its budget granted from ASNMSU. In order to receive this funding, organizations must follow the process detailed below.

1. Complete the Appropriation Proposal Form

This form requests specific information regarding what the appropriation will be used for. It will help guide the remainder of the process and provide all the information required to present when the appropriation is voted on during a council general meeting. **The form can be accessed at <https://ecouncil.nmsu.edu/appropriations/>. Please fill it out on a computer!** For more information on how appropriations may be spent, refer to [insert link to appropriation spending guide]

2. Submit the Appropriation Proposal Form to the Council Board

Once all of the information on the form is completed, it must be **signed and approved by the council Director of Internal Affairs and Director of Finance** to be added to a future general meeting agenda. This check is to ensure that the organization has met the council requirements to receive this funding and that it will be used properly according to ASNMSU guidelines.

3. Complete the ASNMSU Council Appropriation Worksheet

This is the official approval that ASNMSU needs to enable the appropriation. Using the information from the proposal, fill out **this form which can be accessed at <https://ecouncil.nmsu.edu/appropriations/>. Please fill it out on a computer!**

4. Present the Appropriation Proposal to the Council

When the proposal is board approved it will be added to the agenda of a council general meeting where it will be voted on by all constituent organizations. **Be prepared to answer some questions from other council representatives! Bring the completed ASNMSU Council Appropriation Worksheet**, so that if the proposal is approved, it can be signed off by the Director of Finance and President.

5. Finalize and Submit ASNMSU Council Appropriation Worksheet

Two signatures will be left on the form, one from the council advisor and the other from the ASNMSU Comptroller within six weeks of council approval.. Get the council's advisor signature and **schedule a time to meet with the ASNMSU Comptroller** to arrange the purchase.

6. Purchase

Complete purchasing within two weeks of ASNMSU approval.

7. Send Documents to Council Director of Finance

Email a completed copy of the ASNMSU Council Appropriation Worksheet and any purchase documents (receipts, invoices, etc.) as PDFs to ecouncilfin@nmsu.edu. This is extremely important so that the council can promptly and accurately update its budget.

Contact Information

ESC Director of Internal Affairs	ESC Director of Finance	ESC Advisor	ASNMSU Comptroller
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