Getting Started

✓ GET CHARTERED

Only chartered student organizations at the University of New Mexico may receive funding from ASUNM and/or GPSA. To charter your student organization visit the Student Activities Center in SUB 1018 or call 277-4706. Information regarding chartering workshops is also available at sac.unm.edu

✓ ATTEND SGAO WORKSHOP

All student organizations receiving ASUNM and/or GPSA budgets must have at least 2 representatives’ sign in and attend a mandatory SGAO Spending Workshop. There are 11 workshops offered between July and October at various times. The two required representatives do not need to attend the same workshop; however accessing your account can only take place after two representatives have attended.

Graduate organizations that receive PB funds (pro-rated benefits) have separate workshops designed specifically for them. These workshops are now required in order to receive PB funds. They are also highly recommended in order to understand spending policies and procedures. Please inquire about the dates and times of these workshops for PB funded groups.

✓ SUBMIT A SIGNATURE AUTHORIZATION FORM

Authorized signers are typically officers in the organization and have the responsibility of monitoring their organization’s account. To initiate any transaction for a student organization account, 2 Authorized Signers must sign the Internal Requisition (IR) form. A minimum of 3 signers is required on accounts because individuals may not authorize their own reimbursement. (Advisors may be on the organization’s account, but are not required.) The forms expire each year on June 30th, resulting in no signers on the account each July 1st.

Signature Authorization Forms are available at the Student Government Accounting Office (SUB 1018) as well as online at sgao.unm.edu

✓ SUBSCRIBE TO THE SGAO LIST-SERV

The list-serv provides student organizations with important deadlines and other pertinent information regarding their SGAO account and funding.

To subscribe:
1) send a message to listserv@list.unm.edu
2) leave the subject field blank
3) as the message, type only:
subscribe sgao-L <your first name> <your last name>

Note: You will automatically be added to our list-serve by providing your email address on the signature authorization form.