

# Getting Started

## Get Chartered

Only chartered organizations at the University of New Mexico may receive funding from ASUNM and GPSA. To become a chartered organization, visit the Student Activities Center in SUB 1018 or call 277-4706.

## Attend a SGAO Workshop

All student organizations receiving ASUNM and / or GPSA funding, must have two representatives attend and sign-in at mandatory SGAO Spending Workshops. There are a number of workshops offered between July and September at various times. The two required representatives do not need to attend the same workshop; however, accessing your funds cannot occur until two representatives have attended.

Graduate student organizations that receive **PB funds** (pro-rated benefits) have workshops designed specifically for them. These workshops are also mandatory to access funds. A workshop schedule will be posted at the SGAO website: <http://sgao.unm.edu/workshops.html>

## Submit a Signature Authorization Form

Authorized signers are typically officers in the organization and have the responsibility to monitor their organization's account. To initiate any transaction for a student organization account, two authorized signers must sign the Internal Requisition (IR) form.

A minimum of three 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 <http://sgao.unm.edu/forms-handouts/signature-authorization-form.pdf>

## Subscribe to the SGAO ListServ

The ListServ provides organizations with important deadlines and other pertinent information regarding their ASUNM/GPSA funds. To subscribe:

- 1) Send a message to [listserv@list.unm.edu](mailto:listserv@list.unm.edu)
- 2) Leave the subject field blank
- 3) In the message, type only: `subscribe sgao-L <your first name> <your last name>`