

GSA Departmental Representatives

What do you do?

1) Share information

As department representative we ask you to come to the GSA general council (GC) meetings, hear news that affects grad students, and then pass that along to the grads in your department by the most effective method (email, flyers, treasure hunt). Our press secretary will forward information to you by email and we ask that you forward that to grads in your department, but you are free to edit the information in a way that you know your grads will read it. Also, at GSA general council meetings you have a vote.

2) Distribute money

We reward departments who attend our general council meetings by giving them money ('department rebates') each quarter if they attend at least 2 out of 3 meetings that quarter. The amount is equal to \$0.50/person in the department. Most department reps withdraw the money once a year to subsidize a department party. The only thing that we ask students to do is to make sure as many people in the department as possible benefit from the rebate. Money from previous years remains in the account for future use. We won't take it out (see list at end of the web page).

How do you become one?

Many graduate students attend the GC meetings without signing up to become an official department representative. However, we encourage every department to have a representative. You can get money for your department! But only if you're an official representative.

Form #1: Department Representative Petition

Available at the Front Desk. Turn into Treasurer's mailbox. You are elected by the graduate students in your department by petition. If your department has less than 50 people, half the graduate students in your department must sign the form. If you have more than 50 students, you need 26 graduate students to sign the form. A department may have one department representative for every 50 students.

Form #2: Campus Organization Registration Form

CAMPUS ORGANIZATION REGISTRATION					
Name of organization <u>GSA Chemistry</u>					
Is your organization <input type="checkbox"/> new or <input checked="" type="checkbox"/> continuing? Was your organization registered under a different name in the past? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Previous name _____					
Officers/Representatives: Please read the information below and make sure you fully understand your responsibilities BEFORE signing this form.					
Officers/Representatives listed are the ONLY individuals authorized to reserve facilities, request funds, make purchases and sign University documents for the organization. Each individual is personally responsible for the organization's fiscal matters, and is obligated to adhere to University and Campus Regulations regarding the operation of the campus organization. Failure to do so will result in possible revocation of campus organization status. If the organization's financial obligations cannot be satisfied from the group's CAC trustee account, individual officers/representatives may be billed through their BA/RC accounts. For these reasons, officers/representatives are urged to consult with the Campus Activities Center before undertaking any expenditure of funds in their group's name. Individuals signing this form give permission for their names and phone numbers to be given out as contacts for their organization.					
Three students, staff or faculty plus one faculty/staff advisor are required to register an organization.					
1.	<u>Grace Credo</u>	<u>Department Representative</u>	<u>[Signature]</u>	<u>10/6/98</u>	<u>000000-0</u>
	PRINT name	position held	signature	date	perm #
	<u>0000 Nowhere St., Galeta, CA 9387</u>			<u>(505) 893-2024</u>	
	address	city	zip	phone	
2.	<u>Katia Pravia</u>	<u>Dept Rep.</u>	<u>[Signature]</u>	<u>10/6/98</u>	<u>111111-1</u>
	PRINT name	position held	signature	date	perm #
	<u>0001 Nowhere St., Galeta, CA 93117</u>			<u>(505) 893-3824</u>	
	address	city	zip	phone	
3.	PRINT name	position held	signature	date	perm #
	address	city	zip	phone	
4.	PRINT name	position held	signature	date	perm #
	address	city	zip	phone	
**	Adviser-PRINT name	dept.	phone	signature (required)	
How many officer(s)/rep(s) must sign to approve your requisition? <input type="checkbox"/> One of above <input checked="" type="checkbox"/> Two of above <input type="checkbox"/> Three of Above <input type="checkbox"/> Four of Above <input checked="" type="checkbox"/> Your advisor counted as one of the authorized signers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Your advisor's signature required on your requisition? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Note: Please keep the Campus Activities Center informed of changes in authorized officers/representatives, phone number, addresses, etc. Page 1 of 2.					
Office Use Only: <input type="checkbox"/> Consideration on File Reviewed <input type="checkbox"/> New Consideration Attached Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Requisition Receipt # _____ Receipt Date: _____ Acctg. For Transfer: _____ Init. # 377 _____ Perm # _____ CAC Box # _____ Approved _____ Code _____					

Available at the Front Desk and the Office of Student Life (OSL). Turn into OSL. Most departments are already assigned a GSA sub-account (i.e. GSA - Chemistry). We deposit the rebate money in the sub-accounts at the end of each quarter. A list of the departments appears at the end of this page. This form must be completed before you get any of the rebate money. On the top (A) you write "GSA - your department." If your department isn't listed, you are a new organization. If you are listed, you are 'continuing.' Then you and your co-rep(s) sign below as the designated people to get the check for your dept (middle of sheet). You only need two of the total to co-sign. No faculty or staff have to co-sign with you (bottom of sheet). Don't forget to fill out the back of the form.

How do you get your department rebate money?
Form #3: Requisition Forms

REQUISITION			
Today's date <u>10/1/98</u>	<u>Jessie DeAra</u> authorized signature	<u>2735</u> phone #	<u></u> e-mail
Organization name <u>GSA</u>	<u>Jessie DeAra</u> authorized signature	<u>2735</u> phone #	<u>crado@chem</u> e-mail
Trustee account # 377- <u>8000</u>	<u></u> advisor's signature (if required)	<u></u> phone #	<u></u> e-mail
CHECK ONE:			
<input checked="" type="checkbox"/> Write a check to: <u>Jessie DeAra</u>			
Amount: \$ <u>320</u>			
for (describe the goods, services, etc.): <u>Flight to NAGPS</u> <u>National meeting in Boston</u>			
NOTE: You MUST attach original receipts, invoice, or other documentation when you requisition a check; requisitions without documentation cannot be processed.			
<input type="checkbox"/> Write a purchase order to: _____			
Amount: \$ _____			
for (describe the goods, services, etc.): _____			
<input type="checkbox"/> Order the media equipment, television services, university vehicles, or furniture described on the reverse.			
CHECK ONE:			
<input checked="" type="checkbox"/> Mail the check or purchase order to: <u>Jessie DeAra</u>			
street		phone #	
<u>Chemistry Dept.</u>		<u></u>	
city		state	
<u></u>		<u></u>	
<input type="checkbox"/> The check will be picked up at the UCen cashiers by:			
PRINT NAME CLEARLY		phone #	
<u></u>		<u></u>	
OFFICE USE ONLY			
Encumbrance # _____		Date _____	
Department Approval _____		Signature _____	

Available at the Front Desk and the OSL. Turn into the OSL. You must have receipts. You can also get an advance, but need to turn in the receipts 5 days after you turn in that form. Remember that the OSL does not fund the buying of alcohol, so no keg receipts.

Top of Form: The campus organization is "GSA - your department." The account number for each department sub-account is listed at the end of this page. The authorized signatures are you and a co-rep, if you have one.

Middle of Form: The second section designates who will receive the rebate check and for what amount. Fill that out. Then describe what the money is for.

Bottom of Form: Include the name and address where the check is to be sent (I usually opt for campus mail). Staple a flyer and receipts for money spent for the event to the back of the requisition. (If you want to check the status of your organization registration, how much you have in your sub-accounts, or how soon you get your money once you turn in your requisition, the organizational accountant in OSL is M.K. Micallief in the OSL, x4555.)