

**TO:** Tier II Graduate Organization Financial Points-of-Contact  
**FROM:** Ian Yue, GSS Treasurer  
**SUBJECT:** New procedure for submitting financial-related requests to GSS  
**DATE:** Originally prepared on January 25, 2013; Revised on February 7, 2013  
**CC:** File, GSS Executive Committee, Bethany Desjardin, Bing Xu

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Among the Tier II graduate organizations that the Graduate Student Senate (GSS) financially supports, there are some that assign specific group members the responsibility of coordinating events on behalf of their organizations. In the past, GSS has received various financial-related requests — including those concerning reimbursement, direct payment, budget allocation, and budget re-allocation — from such individuals. However, when such an individual does not hold the position of his or her organization’s Chief Financial Officer (CFO), it is not always clear to GSS whether these requests have been made with the approval or knowledge of the organization’s CFO.

As part of a continuous attempt to enhance fiscal oversight, effective today, GSS will require that all reimbursement, direct payment, budget allocation (including both fiscal year and Special Allocation), and budget re-allocation requests submitted to GSS by a Tier II graduate organization be done so by the organization’s CFO.

For reimbursement and direct payment requests, GSS will deem the person listed as the “Contact Person” — numbered item (2) on the GSS “Payment Request Form” — as the one submitting the payment request and thus the one ultimately responsible for all paperwork enclosed with the Form. Therefore, the name listed under numbered item (2) on the “Payment Request Form” must be that of the Tier II graduate organization’s CFO.

If a “Payment Request Form” is submitted via email, the Form must likewise be submitted by the Tier II graduate organization’s CFO.

Any questions or concerns regarding the above information can be forwarded directly to the GSS Treasurer.