



Resident Assistant Funds Request Form Approval Process

Residence Hall Association

Goodhue Hall 228 – 262-472-4903

University of Wisconsin Whitewater

1. RA fills out fund request form completely.
2. RA submits the completed form to the RHA office no later than two weeks prior to the event taking place.
3. RA requests to be placed on the speaker's list for desired assembly meeting.
4. RHA Executives process the request by making sure the form is completed.
5. RA must attend and present their request to the General Assembly in order for them to gain knowledge of the funds request and its purpose benefitting UW-W Residence Hall residents.
6. If the assembly finds the request questionable, the completed form is taken back to the LITs to allow the RHA Reps to take information on the event.
7. RA will be notified when the approved check is ready to be picked up from the RHA office.

*The receipt of purchase needs to be dropped off at the RHA office within two weeks of the purchase. The check will not be cut until the receipt is turned in.

*Note: Funds requests must be submitted no later than two weeks in advance so the RHA Assembly can share the information on the event with their LITs. Although the process of approval only takes one meeting, it is strongly encouraged to submit requests prior to the program. **According to our constitution, receipts must be submitted within two weeks of purchase.***

**Expenditures must follow state purchasing guidelines (food purchase, etc.)*

**Exceptions to the approval process are reviewed by a case-by-case basis. However, these instances could be grounds for denial.*