

Appropriations Checklist

For the Fall Break 2022 - Spring Break 2023 Cycle

- My student organization is registered with Student Leadership and Engagement. Check your organization's registration status on [Get Involved](#) at getinvolved.ncsu.edu.
- My student organization is a connected supplier at NC State or is in the process of registering as a supplier. Check our [Supplier Database](#) at go.ncsu.edu/supplier-database to see if your organization is a connected supplier.
- My student organization has a bank account with the same name as listed on [Get Involved](#) at getinvolved.ncsu.edu and on the [Supplier Database](#) at go.ncsu.edu/supplier-database.
- My student organization is not on the [Ineligibility List](#) at go.ncsu.edu/ineligibility-list. Missing receipts and unspent funds must be submitted by Friday, September 2nd at 11:59 PM ET to be taken off this list.
- At least one representative from my student organization attended a required Appropriations Information Session.
- I have scheduled an interview for my student organization during the timeframe designated.
- I have verified the accuracy of my student organization's budget and that it is in complete compliance with Appropriations policies.
- I have submitted an Appropriations Application for my student organization by Friday, September 2, 2022 at 11:59 PM ET.
- I have received an emailed copy of my student organization's Appropriations Application after I submitted it online.

If you have any questions or concerns about successfully completing the checklist, please do not hesitate to email us at sgappropriations@ncsu.edu.

