



MEMORANDUM

May 7, 2018

To: Justin Etzine
President of the Union

FROM: Virginia C. Gregg 
Vice President for Finance & Chief Financial Officer

Justin, as the newly elected President of the Student Union, I believed it worthwhile to review financial protocols with you, two of which I have revised, and one of which needs to be reinforced. They are articulated below:

1. The FY2019 Rensselaer Student Union Budget, including all expense and club allocations, was reviewed by Finance, Approved by President Jackson on February 21, 2018, and ultimately approved by Rensselaer's Board of Trustees, as part of the overall institutional budget, on March 3, 2018. That budget remains in effect.
2. **Effective immediately**, any reallocations within that budget in excess of \$5,000 will require the approval of the Vice President for Student Life and the institutional Budget Office.
3. Expenditures against the Rensselaer Student Union budget currently follow standard institutional spending authority, purchasing, payroll and other budgetary protocols. Spending authority is set at \$10,000 per transaction for the Union Business Administrator. Transactions for student clubs are also approved by a Student Activities Resource Person, an employee assigned to the student club. With the continued vacancy in the Student Union Director position, spending above \$10,000 requires approval by the Assistant Vice President and Dean of Students.

Effective immediately, the transactional spending level for the Union Business Administrator is reduced to \$5,000, with spending above \$5,000 required to be approved by the Assistant Vice President and Dean of Students. Spending above \$10,000 will also require the approval of the Vice President for Student Life and the institutional Budget Office.

4. Annual student activity fees and the Rensselaer Student Union budget are reviewed by Finance and approved by the President and Board of Trustees as part of the institutional budget process. **Accordingly, no announcement of or statement about activity fees or the Union budget should be made until after approval of the institutional budget.**

Cc: LeNorman Strong
Helen Grzymala
Travis Apgar