## Student Activity Fee Allocations

Schools and Colleges



## **Annual Recognition**



Gifts/awards purchased for One-Time Annual Recognition of student members are allowable! All gifts/awards purchased for this purpose must be pre-approved via the **UGAmart process**.

Acceptable purchases include plaques, frames, graduation stoles/cords, etc.

The individual value of the item should not exceed \$30 per item!

NO giftcards or clothing/apparel items should be purchased for this purpose.

## **UGAmart Punchouts**

Don't forget to remind students that we have UGAmart punchouts!

Punchouts like Amazon or Staples give students the ability to order supplies right from their Student Activity Fee Allocation, they do not have to pay taxes since it is being paid for from the allocation, and it will be delivered right here on campus!

## **Updated Forms**

Please be reminded to use the most recent, updated forms from our website!

Food Justification Form

Event Participation/Registration Form

Reimbursement Form

Travel Forms



STAY IN TOUCH!



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