

VICE PRESIDENT FOR FINANCE
Xiao Jin

Sunday, October 25, 2009

Distinguished Assembly Members:

I attended the following meetings and events in October:

- October 4th University audit Initial Mandatory Meeting
- October 7th Programming committee meeting
- October 7th Executive board meeting
- October 14th President reception

We will have university audit meeting with the auditor on November 9th. GAPSAs need to prepare the fee request for the year 2010-2011 and it is an appropriate time to remind different councils that the fee requests are due by the end of the year.

- The checks for Pass-through Funds and GCDF Type I funds are ready for the Councils to pick up on the assembly meeting or from GAPSAs office. Please pick up your checks as soon as possible.
- You do not need to submit any documents to claim this check, however if this check is not collected before the end of the semester then the money reverts back to the fees process and the council will not be able to claim it.
- GCDF II funds are also ready to be disbursed. This is a matching fund. Therefore, proof of funding from other sources (other than Student Service fees) will be necessary to receive this funding. Examples of proof of funding may include a letter from dean of the college, photocopy of checks received from other sources, proof of receipt of grants from other organizations or grant funds, etc. Councils may claim up to up to \$5000 per year.

If you have any questions, please feel free to contact me.

Thank You,

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