

How to Submit a Bill on JacketPages

Start by planning out your bill on a separate document or spreadsheet. JacketPages can be finicky and log you out in the middle of your submission. Remember to review the prohibited allocations and item maximizations reference document before submitting to ensure that the review process will go well.

Login onto jacketpages.gatech.edu and click "Submit Bill" (hover over the Bills tab)

- Fill out the general information about the bill
 - Title
 - Description – More detail about your organization and the bill itself
 - Fundraising – Details about other sources of funding you have and/or are in the process of securing (either for your entire organization or this specific event)
 - Type – Select "Finance Request"
 - Category – Select "Joint"
 - Organization – Select from the dropdown if you are a chartered organization
 - Dues
 - Number of Undergraduate Members/Graduate Members
 - Undergraduate/Graduate Author – If you do not have an author yet for your bill, look through the dropdowns to see which representative seems the best fit for your bill. Then, go to "View SGA Members" (under the Student Government tab) and find their email address so you can contact them and request that they be an author for your bill
- Line Items
 - Description – Detailed information about each purchase
 - Cost (Each) – The unit cost for each of your items
 - Qty
 - Total Cost – Total cost of all of your items
 - Amount Requested – The amount you are requesting from SGA for this line item
- Account
 - Prior Year: Any items that last less than 3 years or is under \$10
 - Capital Outlay: Any item that has a normal lifespan of 3 years or more
 - Undergraduate Legislative Reserve: Used for bills for funding within Undergraduate SGA
 - Graduate Legislative Reserve: Used for bills for funding within Grad. SGA

After you have submitted your bill an email will be sent on the following Tuesday that will ask you to submit some additional information - finalizing your bill submission. You will need to fill out this supplementary form before any funds can be allocated.

If you run into any problems or issues with submitting your bill, reach out to the Joint VP of Finance - Josh Eastwood.