The following is the JAC Submission Process.

1. Go to http://jacketpages.gatech.edu/bills/add (Jacketpages) and start a new bill submission.
   a. If you are not able to submit a bill, please contact the Chair.
2. Start Bill Title with ***JAC*** followed by the bill name so that the bill directly gets routed to JAC.
3. Top line and bottom line of the Bill Description should read ***JAC REQUEST*** to easily help identify JAC bills from others.
4. In Description: Please describe details of the bill and its different line items that you are asking funding for and how it is relevant to the JAC process.
5. In Fundraising section: Please explain what alternate options have been investigated for funding the line items in the bill (if any). Explain why JAC is the right vehicle for your specific bill and any limitations of other funding avenues within GT.
6. Type: Finance Request
7. Category: Joint
8. Organization: select "Student Government Association"
9. Dues: N/A
10. Number of Undergraduate Members: N/A
11. Number of Graduate Members: N/A
12. For Undergraduate author select Evan Gillon (U-SGA President) and for Graduate author select Andrew Cox (G-SGA President)
13. Add line items one by one. The line items do not have to meet JFC policy.
   a. The Name of the Line Item should reflect what it was listed as in the description.
   b. Change “Account” on the far right to Capital Outlay.
   c. For Cost (Each), indicate how much each unit will cost.
   d. For Qty, list the quantity of the line item that is being requested.
   e. Total Cost will autofill, please do not change this item.
   f. For requested amount, please modify this so it reads half of the total cost. This is a bookkeeping measure on JAC’s end and does not reflect a reduction in the request on your part.
   g. Click the “+” to add more line items as necessary.
   h. Click “Save and Continue”
   i. Review the bill and click “Submit Bill” when complete.
14. Bill amounts that are above $10,000 will have to be passed through both GSS and UHR after its passage through the JAC. Bill amounts less than $10,000 can be directly passed by the JAC.
15. The JAC chair will communicate to the bill submitter on when the JAC meets next (usually Thursday evening 6-7:30 pm). The bill submitter/ a representative will present their case in front of the JAC for consideration.
16. The decision of the JAC will be communicated by the JAC chair to the representatives after the presentation.

Collin Spencer (Chair) : cspencer@gatech.edu
A rough outline of a draft bill is shown below.

### Create New Bill

**Title**

"JAC*** Amazing Mental Health Program"

**Description**

"JAC REQUEST***

This is a general description of what our event will be. Line item 1 is for puppies that are mental health related. Lines 2-5 are the different logistics resources needed to hold our event. This is a description of how our program positively impacts mental health on campus.***JAC REQUEST***

Fundraising - Please describe related fundraising efforts

We’ve explored other options, and we’ve listed them here. JAC is the right funding source for this bill because this is a mental health initiative. We can’t get funding from other places on campus because of (reason).

**Type**

Finance Request

**Category**

Joint

**Organization**

Student Government Association

**Dues** - Please include how often dues are paid (per semester, per year, etc.)

N/A

**Number of Undergraduate Members**

N/A

**Number of Graduate Members**

N/A

**Undergraduate Author**

Sujay Peramanu -- Undergraduate President

**Graduate Author**

Skanda Prasad P N -- Graduate SGA President 2017-2018

### Add Line Items

<table>
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<tr>
<th>#</th>
<th>Name</th>
<th>Cost (Each)</th>
<th>Qty</th>
<th>Total Cost</th>
<th>Requested</th>
<th>Account</th>
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<td>Puppies</td>
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<td>800.00</td>
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<td>Capital Outlay</td>
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<td>Another Logistics</td>
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<tr>
<td>5</td>
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<td>1</td>
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<td>110</td>
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[Save and Continue]