Funding Requests

A.S. Budget Committee
Step One: EvR

• Please put in an EvR request before you make the funding request

• Request will not be processed without an EvR
EvR Home Page

reservations.sandiego.edu/virtualems/
Completing the EvR

- Click Reservations and choose “On-campus” or “Off-campus”
- Enter date, time, building requested
- Select your space
- Complete event details
- Click Submit
- Typical 48 hour turn around time
EVR Help

- For any questions about the EVR process, refer to the EVR video or visit an Involvement Consultant in SLP 316, call extension 4802, or email at usdinvolve@gmail.com
Step Two: Request Funding

- Torero Orgs
- Make sure membership is up to date
- “Finance” tab
- “Create Funding Request” button
- Fill out information
Special Note: General Body Meetings (GBMs)

• 4:3 System
• Last 3 GBMs in a lump sum or individually
• Avoid holding up funding
Step Three: ASBC

- Funding will be reviewed in the order it was received
- Please put in request to give plenty of time for review
- Presentation may be required
- Outcome listed in Torero Orgs
Step Four: Obtaining Funds

- SLP 307
- A.S. Credit Card
- Reimbursements
What Do We Need From You?

- Original Itemized Receipts
  - Within 30 days of activity
- Proof of Payment
- New Standardized Attendance Sheets
  - Attendees names, ID numbers, & Signatures
- Request for Distribution of Funds (if reimbursement)
  - Who paid for the items?
  - Where should the check be sent?
ASBC Check Request
Request for distribution of funds
Leave 7-10 days for processing
**Forms not filled completely will be returned**

<table>
<thead>
<tr>
<th>Student Org Name</th>
<th>Date</th>
<th>Total Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Number</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Info (Mandatory for All Reimbursements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Event: ____________________________</td>
</tr>
<tr>
<td>Date of Event: ______________________________</td>
</tr>
<tr>
<td>Number of Attendees: ________________________</td>
</tr>
<tr>
<td>Items Purchased: ____________________________</td>
</tr>
<tr>
<td>Justification of Purchase: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hold check at Accounts Payable (only to be used for performance contracts)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>P: ____________________________</td>
</tr>
<tr>
<td>I: ____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check needed by [NO ASAP]:</th>
<th>Do you have everything you need?</th>
<th>For Professional Reimbursement also include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Nominal receipt</td>
</tr>
<tr>
<td>Under $100:</td>
<td></td>
<td>Proof of Payment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attendance sheet</td>
</tr>
<tr>
<td>Over $100:</td>
<td></td>
<td>Performance Contract (if service purchased)</td>
</tr>
</tbody>
</table>

**Please return form to Madeline Krieg in AS, SLF 307**

FOR QUESTIONS OR CONCERNS PLEASE CONTACT THE FINANCE CHAIR AT ASFINANCE@SANDIEGO.EDU
Special Instructions

• Performers
  • Contract, ASBC Check Request form, W-9, Invoice

• Movies
  • Secure viewing rights, unless owned by USD library
  • Residential areas
  • http://criterionpicusa.com/
Things to Avoid

- Retroactive Funding Requests
- Third Party Reimbursement Requests
- Receipts more than 30 days old
Process Review

1. EvR
2. Funding Request via Torero Orgs
3. ASBC
4. Obtain Funds
What’s New?

• Approval of the club/organization is contingent upon whether its current treasurer/finance chair is on the list-serv.
What’s New?

• For organization conventions, conferences and retreats, registration fees can be fully funded at the discretion of the Budget Committee. Travel and food costs will not be funded. In order to receive funding for a retreat, the organization must provide details regarding retreat information costs and turn it in along with the Budget Committee application.

• Requests for convention, conference and retreat funding must be submitted at least two weeks in advance of the date of the activity.
What’s New?

• All receipts for monies paid out are to be returned to the Finance Chair within 14 business days of the funded event. Non-compliance and failure to do so may result in a denial of reimbursement or removal of funding privileges.

• Clubs/Organizations have 5 business days from Torero Org online notification to receive petty cash from the Cashier’s Office. Failure to do so may result in a denial of reimbursement.
Where are the By-Laws?

1. Visit the AS website at http://www.sandiego.edu/associatedstudents/
2. Under the “About Us” tab, find “Constitution and By-Laws”
3. Click “Budget Committee By-Laws”
4. Look through it all, especially Article VI
Questions?

Visit an Involvement Consultant in SLP 316, email usdinvolved@gmail.com, or call extension 4802.