Funding Requests

A.S.G. 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
EVR Help

• For any questions about the EVR process, refer to the EVR video or PowerPoint presentation. You can also visit an Involvement Consultant in SLP 308, 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 308
• A.S.G. Credit Card
• Reimbursements – Paperwork can be completed online, original itemized receipts must be submitted to SLP 308
• Check requests for performers/vendors – Paperwork can be completed online
What Do We Need From You?

- Original Itemized Receipts
  - Within 14 days of activity
- Proof of Payment – Copy of the credit card used with last 4 digits showing or a copy of the bank statement showing the purchase
- 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?
# Financial Reimbursement Form

**Identity Information:**

Name: [Madeline Kreig]
USD ID#: [Redacted]
USD Email: mkreig@sandiego.edu

**Funding Information:**

- **Source of Funds:**
  - ASBC
  - Grant
  - AS/TPB

- **Payment Delivery Method:**
  - Reimbursement via Check
  - Reimbursement via Direct Deposit
  - Vendor Payment
  - Journal Entry/POETS

**Notes and Confirmation:**

In addition to this form, please submit the following documents to SLP 308. Please include the name of the payee and the affiliated student org/grant project on all submitted documents.

For reimbursements under $100:
1. All original itemized receipts (This is the original receipt that you received when you made your purchase. It should list each item purchased)

For reimbursements over $100:
1. All original itemized receipts (This is the original receipt that you received when you made your purchase. It should list each item purchased)
2. Proof of purchase - A copy of the card that you made the purchases on with the last 4 digits of the card number and your name showing OR a bank statement showing the purchase
3. An attendance sheet (if food was purchased)

For Vendor Payments:
1. W-9
2. Invoice or Performance Agreement
3. IRS 567 Form (for services purchased out of state)

Journal Entry/POETS:
1. All itemized receipts - can be an original receipt or a copy. Receipt should list each item purchased.

Do you have any additional information you would like to include? (Optional)

### Student Org Name __________ Date _______ Total Attendees ______

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

• Performers
  • Contract, ASBC Check Request form, W-9, Invoice, IRS 587 form (only needed if performer’s billing address is not in CA)

• 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 14 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.
• Individuals are only able to utilize a missing receipt declaration once per year. Subsequent reimbursement requests submitted without an original itemized receipt will not be accepted.
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 ASG website at http://www.sandiego.edu/associatedstudentgovernment/
2.) Under the “About Us” tab, fine “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 308, email usdinvolve@gmail.com, or call extension 4802.