

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/

virtualems/
Home - Dropbox ASBC Bylaws

University of San Diego | Event Scheduling System

Browse Log In/Log Out Links Forms Welcome Guest

Home



The University of San Diego is committed to advancing customer service by providing faculty and staff a central place to request spaces on the USD campus.

Browse Tab:

- View Current University Events
- View Space Layout and Capacity
- View Space Availability


USD Faculty/Staff:
Request space by logging-in to EMS (must have MySanDiego Username and Password)

USD Students:

- Registered undergraduate organizations must login to fill out an **On/Off Campus EvR** found under the **Reservations** dropdown.
- Registered graduate student organizations, please submit a Graduate Event Registration (EvR) Form.
- Law Student organizations may proceed to request space by logging-in to EMS.

All External Groups:
If you wish to hold an event or conference at the University of San Diego, please complete the form below. We look forward to working with you.
[External Guest Form](#)

CONTACT US:
For general inquiries, please contact us at (619) 260-7900
For technical support, please call (619) 260-4600 x 4392



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

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Browse Log In/Log Out Links Forms Welcome Guest

Browse

Monday, January 26, 2015 12 Hours | Filter

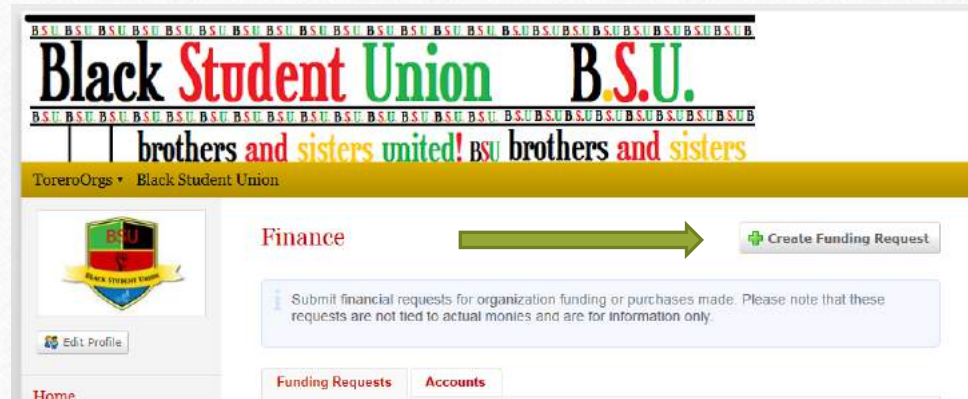
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Palomar Courtyard	125												
Avila													
8100-Classroom	28							MSRE ARGUS					
Barcelona													
217-Classroom	50							SpD15-G/L Specialty					
218-Seminar Room	12												
221-Computer Lab	36		ITMG-100-01	ITMG-100-02	ITMG-100-03			ITMG-100-07	ITMG-100-08	ITMG-100-04			
222-Classroom	50							SpD15-B/L Specialty					
Camino Hall													
007-Photography Classroom	25		Booked								Booked		
020A-Computer Classroom	16						Booked						
028-Classroom	25			Booked									
031-Classroom	35			Booked			Booked	Booked	Booked			Booked	
043-Classroom	15			Booked									Booked
101A-Classroom	24			FREN-201	FREN-202		FREN-201		SPAN-102	SPAN-101		ITAL-301-01 W	
101B-Classroom	21			BIOL-350	THEA-494				SOCI-494-03	COMM-432W-01 Film and Cultu			
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108-Classroom	45			COMM-37	COMM-466	ENGL-228	MATH-311	MATH-310	MATH-310		SPAN-102	SPAN-102	
109-Classroom	25			LATN-102	GREK-102	MATH-331	MATH-445					COUN-544-01 Family	
111-Classroom	25			THRS-394	THRS-362	THRS-358	SPAN-201	ETHN-343	PSYC-330-01 P	ECON-494-01 I			
112-Classroom	35		ENGL-121		SPAN-102	SPAN-102	ENGL-225	BIOL-190	POLS-150-01 I				SOCI-101C
115-Classroom	25		ENGL-494	ENGL-312	ENGL-348	LBST-400	THRS-321	ARTH-101-01 I	ARTH-101-02 I	ARTH-101-01 I	ARTH-101-02 I	ARTH-136-01 I	

Powered by ems

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 usdinvolvement@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?

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, 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 308, email usdinvolvement@gmail.com,
or call extension 4802.