

# Funding Requests

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A.S. Budget Committee

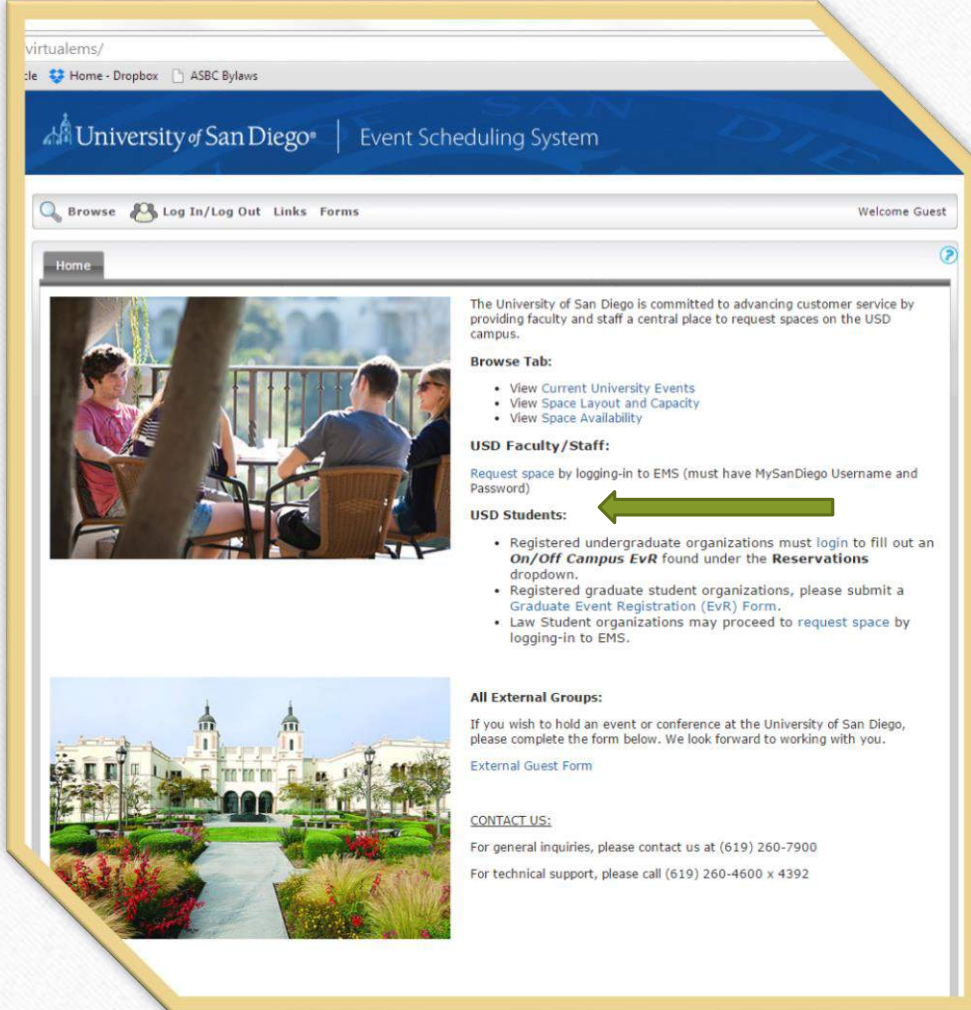
# Step One: EvR

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- 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
- Typical 48 hour turn around time

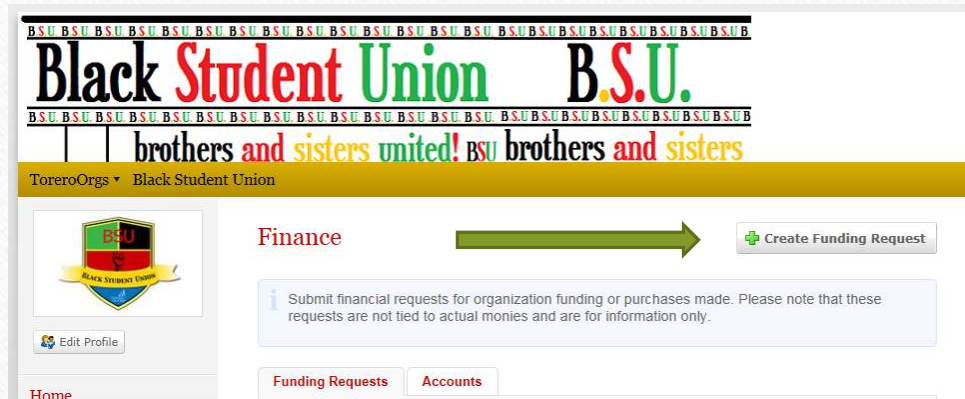
The screenshot displays the University of San Diego Event Scheduling System interface. At the top, it features the university logo and the text "Event Scheduling System". Below this is a navigation bar with "Browse", "Log In/Log Out", "Links", and "Forms" options, along with a "Welcome Guest" message. The main content area is a calendar view for "Monday, January 26, 2015", showing a 12-hour grid from 7 AM to 6 PM. The calendar is organized by building: Palomar Courtyard, Avila, Barcelona, Camino Hall, and various classrooms. Each room's capacity is listed in the first column. Blue bars represent booked events, with some labeled with course numbers like "MSRE ARGUS", "SpD15-G/L Specialty", "ITMG-100-01", "SpD15-B/L Specialty", and "Booked". The interface is powered by "ems".

# EVR Help

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- 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 [usdinvolvement@gmail.com](mailto: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)

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- 4:3 System
- Last 3 GBMs in a lump sum or individually
- Avoid holding up funding

# Step Three: ASBC

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- 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

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- SLP 307
  - A.S. Credit Card
  - Reimbursements

# What Do We Need From You?

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- 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?



# Special Instructions

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- 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

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

# Process Review

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1. EvR
2. Funding Request via Torero Orgs
3. ASBC
4. Obtain Funds

# What's New?

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- Approval of the club/organization is contingent upon whether its current treasurer/finance chair is on the list-serv.

# What's New?

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- 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?

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- 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?

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- 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?

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Visit an Involvement Consultant in SLP 316, email [usdinvolvement@gmail.com](mailto:usdinvolvement@gmail.com),  
or call extension 4802.