

A.S.G. BUDGET COMMITTEE

How to submit a
funding request

STEP ONE: EVR

- Please submit an Event Registration request (EVR) before you make the funding request
- Funding requests will not be processed without an EVR

STEP TWO: REQUEST FUNDING

- Funding requests are submitted through ToreroOrgs
- Visit your organization's page
- “Finance” tab
- “Create Funding Request” button
- Fill out information

SPECIAL NOTE: GENERAL BODY MEETINGS

- 4:3 System
 - ASBC will fund a MAX of 7 GBMs for the semester
- 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
- Submit request ASAP to give plenty of time for review
- Presentation may be required
 - NOTE: Presentation IS required for all requests over \$250 that are not GBMs
- Outcome listed on Torero Orgs

STEP 4: OBTAINING FUNDS AND REIMBURSEMENTS

- SLP 308
 - ASG Credit Card + Reimbursement forms/turn-in backup documentation
- Original Itemized Receipts
 - Within 14 days of your event
- Proof of Payment
- Materials Tracking Agreement
- New Standardized Attendance Sheets
 - Attendees names, ID numbers, & Signatures
- Request for Distribution of Funds (if for reimbursement)
 - Who paid for the items?
 - Where should the check be sent?

SPECIAL INSTRUCTIONS

■ Performers

- Contract/Performance Agreement, ASBC Check Request form (online), Supplier-Set Up form, IRS 587 form (if from outside CA), Invoice

■ Movies

- Secure viewing rights, unless owned by USD library
- Rights do not need to be secured if movie is shown in any of the residential areas

THINGS TO AVOID

- Retroactive Funding Requests
- Third Party Reimbursement Requests*
- Submitting receipts more than two weeks after an event

*All performers, vendors, and students/staff must be paid directly.

WHAT'S NEW?

General Body Meetings

- Student organizations that are open to the entire student body are able to request a minimum of \$100 for food provided in General Body Meetings regardless of member count on Torero Orgs
- Student organizations with 65 members or more are required to track their attendance utilizing Salesforce for all their General Body Meetings (if granted ASBC funding)

WHAT'S NEW?

Marketing

- Within the first four weeks of a new academic semester, ASBC will review funding requests for marketing material up to \$200.
 - Each organization is restricted one granted request for marketing purposes per academic year and application cycle.
 - No student organization that levies a due or membership fee will be permitted to submit a funding request for marketing purposes.
 - Marketing materials that are purchased must be reusable and sustainable so as to eliminate any repetitions within requests that may be made in future academic terms.
 - If you are using the USD logo, you must use a vendor that is licensed with USD.

WHAT'S NEW?

- Student organizations that are requesting funding under \$250 have the option not to present their funding request at ASBC meetings. ASBC will review the funding request and will make a decision based on the information provided on the funding request.
- 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 ToreroOrgs online notification to receive petty cash from the Cashier's Office. Failure to do so may result in a denial of reimbursement.