

ASASUW Student Organization Funding Request Process

The Office of Student Engagement is prepared to help clubs and organizations through the process of spending their ASASUW funding. We encourage you to begin this process as early as possible. Delays can occur, which could affect your ability to spend organization funds.

1. Meet with Office of Student Engagement staff member (4 weeks prior to expense)

To begin the funding process, you can contact OSE at (602) 543-8200 to set up an appointment. Be prepared to discuss the type of event, possible expenses, and the date of your event. We will be able to answer any questions you might have and guide you through the process.

For hiring an outside vendor for performance purposes (i.e. DJ, masseuse, speaker, etc.), approval can take up to four weeks. This may be submitted prior to your Student Organization Funding Packet. Please see OSE staff for appropriate paperwork.

2. Complete Request to Spend Student Organization Funds Form (3 weeks prior to expense)

In addition to the form, please submit **ALL** of the following documents:

- An itemized budget for the specific event or organization funding request. Please include quotes, prices, printouts from website.
- A list of funding from other sources (i.e. fundraising, ASU depts, ASASUW Special Events Funding etc.)
- A brief, one paragraph description of the purpose of the expenditures (Public Purpose)
- A current member roster
- A sheet that describes your club/organization's purpose, goals, a contact name, number and e-mail
- A copy of your minutes from the meeting in which you approved the expenditure (must include the amount approved, as well as items to be purchased)
- Business Meals Form (if purchasing food)
- Vendor Request Form (for each vendor used)
- Flyer/advertising/announcement for the meeting or event
- Optional - A complete annual budget for your organization

*Missing documentation will delay approval of your funding request.

3. Submit Request to Spend Student Organization Funds Form and ALL supplemental documents (2 weeks prior to expense)

Complete Request to Spend Student Organization Funds packets must be submitted at least 10 business days in advance. No exceptions will be made for clubs/organizations who do not submit all of the required documentation. It is solely the organization's responsibility to submit paperwork on time.

*Once documents are verified, the organization will be contacted to confirm approval and coordinate spending.

4. Submit itemized receipts to Office of Student Engagement (Within 1 week of purchase)

Not all purchases will require reimbursement. Items on receipt must match the items requested in the funding packet. Any additional purchases will not be reimbursed.

Note: Not all expenses are approved or legitimate, and may be denied. All documents must be turned in, and approval granted, before **ANY** expenses are made on behalf of the club/organization. We have the right to refuse to reimburse or pay any expenses, if they violate any of the mentioned guidelines in this document, the ASASUW Bylaws and Constitution, or ASU policy.

Important Deadline!

The Request to Spend Student Organization Funds Form and accompanying documentation must be submitted to the Office of Student Engagement at least **10 BUSINESS DAYS** in advance.

Please note that this process is subject to change at any time.