



Once funding has been approved, your student organization must undergo the following steps:

1. In 3 – 5 business days, go to the Associated Students General Services Center located on the first floor of Student Union's East Wing in Room 1800, with all the quotes/invoices, and supporting documents for the items you are being funded.
2. Your AS Funding Account must be confirmed by signing a signature card.
3. **All money requests will be issued in a form of a check to the vendor. We do not do any cash disbursements or wire transfers. We do not allow for personal reimbursement.**
4. A requisition form is required to request any checks to be issued from the account.
 - A separate request must be filed for each vendor/funding breakdown, see Page 2.
 - The processing time for a **check request is 3 – 5 business days** after submission.
 - The processing time for a **contract and check request for artists or speakers take 10 business days** after submission. A completed contract form must be submitted with the requisition and must include the performer's tax ID or social security number and complete mailing address.
5. In case you are approved for registration/travel funds, please keep in mind the following to be turned in with the requisition form:
 - a. Every traveling member must sign a waiver form, which may be picked up at the AS General Services Center in advance
 - b. A copy of the registration form(s) with the listing of the attendees must be submitted
 - c. All attendees must be students
 - d. To allow for online purchases for air travel or Professional Development, reimbursements will be made to the club/organization account for disbursement to an individual student
 - e. Proof of payment is required for reimbursement to the club/organization account
6. All funding request submissions must be turned into the AS General Services Center no later than
June 15th of that fiscal year.
7. All funded categories must be used during the fiscal year it was funded for, and any remaining balance after June 15th does not transfer into the next fiscal year.

If you have any questions, please contact Rebecca Fan at (408) 924-6326.

If you are denied funding for a specific reason, there are some steps you can take to try and request the funding again if time allows.

- If you were not able to attend the Finance Committee meeting to do a presentation on your organization's event you can talk to the Controller about resubmitting your request for the next Finance Committee meeting.
- If you did not fill out the Funding Request Form completely you can complete it as requested by the Controller then resubmit it.
- If you can turn in your request in less than the four weeks required you can talk to the AS Controller to see if there is any way to still submit your request



If you request Associated Students:

1. To pay the vendor directly, you are required to submit a QUOTE or an INVOICE

NOTE: PAYMENT BY ASSOCIATED STUDENTS ARE BY CHECKS

2. For reimbursements, you are required to submit a PROOF OF PAYMENT

NOTE: A.S. does not reimburse individual(s) or allow personal reimbursements

All transactions require a completed Requisition Form in addition to the following:

APPAREL

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| <p>Apparel</p> <ol style="list-style-type: none"> 1. Quote, Invoice, or Paid Receipt 2. Mockup of apparel displaying the A.S. Logo | <p>Costumes/Uniforms</p> <ol style="list-style-type: none"> 1. Quote, Invoice, or Paid Receipt 2. Letter from club advisor: See funding criteria 3. Mockup of apparel |
|---|---|

PROFESSIONAL DEVELOPMENT REGISTRATION AND AIRLINE

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|--|---|
| <p>Professional Development Registration</p> <ol style="list-style-type: none"> 1. Registration Form <ol style="list-style-type: none"> a. Quote, Invoice, or Paid Receipt 2. Conference Information Sheet 3. Release & Waiver Form for each participant | <p>Airline</p> <ol style="list-style-type: none"> 1. Paid Receipt* 2. Traveling Itinerary* 3. Conference Information Sheet 4. Release & Waiver Form for each participant <p>*Condition: Vendor must accept check payments; else student(s) will need to pay out of their pocket.</p> |
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PROFESSIONAL ARTIST/PERFORMER/SPEAKER AND HONORARIUM

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|--|--|
| <p>Professional Artist/Performer/Speaker</p> <ol style="list-style-type: none"> 1. Contract, Invoice, or Quote 2. Completed A.S. Contract Request Form 3. Mini-biography of artist | <p>Honorarium</p> <ol style="list-style-type: none"> 1. Completed A.S. Contract Request Form 2. Mini-biography of artist 3. Paid Receipt* <p>*Condition: Gifts for Honorariums</p> |
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PUBLICITY AND PRINTING

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|--|---|
| <p>Promotional Items</p> <ol style="list-style-type: none"> 1. Quote, Invoice, or Paid Receipt 2. Mockup of item showing the A.S. logo pertaining to funding criteria | <p>Spartan Daily</p> <ol style="list-style-type: none"> 1. Quote or Contract from Spartan Daily |
| <p>A.S. Print Shop</p> <ol style="list-style-type: none"> 1. No paperwork is required 2. The Print Shop will have your funding information when you go there, and notify them that you've received funding. | <p>Alternative</p> <ol style="list-style-type: none"> 1. Quote, Invoice, or Paid Receipt 2. Mockup of item showing the A.S. logo |

OTHER

| | |
|---|---|
| <p>Equipment/Security/Venue</p> <ol style="list-style-type: none"> 1. Quote, Invoice, or Paid Receipt | <p>Research Project</p> <ol style="list-style-type: none"> 1. Quote, Invoice, or Paid Receipt |
| <p>Food</p> <ol style="list-style-type: none"> 1. Invoice or Paid Receipt from Spartan Shops | |



BEFORE A.S. FUNDING PROCESS

- Before the school year begins, check the A.S. website for the maximum allocation for student organization funding for the fiscal year as this amount fluctuates every year.
 - Each application will be reviewed by either the Controller or the Finance Committee, and this is determined by the student organization's funding request. All requests under a certain amount will be solely reviewed by the Controller and A.S. Executive Director.
 1. "Each student organization is allowed \$XXXX per school year that can be allocated during one semester or split between the two school semesters. Student groups working on Research Projects can receive the full \$XXXX per year pending approval. **Requests under \$XXX will be solely reviewed by the Controller and A.S. Executive Director.** Only one (1) application for funds may be submitted by each organization during a single semester. A.S. strongly recommends all student organizations do fundraising because no organization is guaranteed funding."
- If an organization asks how they can apply for Funding, let them know that they must submit a completed Funding Request Form (FRF). available online only on the A.S website (as.sjsu.edu) under the "Funding" (<https://as.sjsu.edu/funding/index.jsp>) tab
 - Applicants must log onto their SJSUOne account to access the Online Funding Application
- Before Student Organizations apply for A.S. Funding, they must understand that there are deadlines for submitting each FRF. They must submit the FRF at least four (4) weeks prior to the date approval of their early bird registration, program, event or activity.
 - This information can be found on the A.S. website under "4. What are the deadlines" (<http://as.sjsu.edu/asgov/index.jsp?val=reqfunds#d>)
- After the student organization has submitted their FRF and dependent on the total amount requested by the organization, they must wait until they have been contacted in regards of either attending the Finance Meeting to present their case, or their funding request has been rejected/accepted/needs adjustments.

AFTER A.S. FUNDING APPROVAL

When the student organization has been approved for funding, it takes at least 5 – 7 business days before we get their funding allocations.

- So, if the student organization comes into the office for A.S funding,
 - BEFORE STARTING: VERIFY with them if they are doing A.S. FUNDING
 - a. If they are not, do not proceed.
 - b. If they are then ask the question "When did they get funded"
 - i. If it is within 5-7 business days, pull up the information and continue
 - ii. If it is not within 5-7 business days, information may not be available yet but check anyways

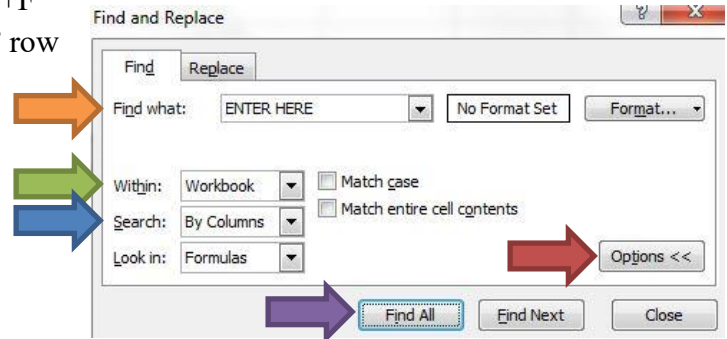


Funding Cycle

Org Applies → Approval → Org Arrives → Verify → Access Information → Start Process

Accessing the Information

- OPTION 1: Check excel spreadsheet on desktop
 - (Click folder labeled “AS Clubs-Remaining Balance” → Click the current fiscal year’s spreadsheet)
 1. Find the desired organization by CLTR+F
 2. Enter: Organization in the “Find What” row
 3. Click: “Options”
 4. Select: ‘Sheet’ to ‘Workbook’
 5. Select: ‘By rows’ to ‘By columns’
 6. Select: ‘Find All’



- OPTION 2 (if option 1 is unavailable): Check the “Student Organization A.S. Funding” white binder
 1. Follow the alphabetized organization list to find the account number for the organization
- OPTION 3 (if option 1&2 is unavailable): If the organization has applied online and allowed 5-7 business days to pass and we cannot find their information then
 - Ask Rebecca to look online for any updates or new information, or
 - Contact Christy regarding the student organization’s funding status

Information Confirmation

- Once information is pulled up,
 - Verify with the person in front of you
 1. Account (Organization) Name
 2. Contact Person: Only authorized person to handle A.S Account (i.e: sign for check request) unless they authorize another member to do so.
- If it is a match, have them fill out the signature card for A.S Account (write out the account number for them since we are the only one with that information), and review with them the categories that were funded
 - If there is an error regarding any category:
 - Check their Fiscal Action from Option 2
 - Contact Christy
- If it is not a match, let them know only the contact person has authorization to the account and to add anyone onto the account AFTER they have filled out a signature card
 - Contact Person

| | |
|-----------------|------------|
| Account Name: | |
| Contact Person: | |
| Account Number: | 84601.701. |



NO EXCEPTIONS: ALL PAPERWORK MUST BE TURNED IN TOGETHER AND COMPLETE. DO NOT ACCEPT ANY DOCUMENTS IF IT IS INCOMPLETE, even if only one piece of information is missing or promise us they will turn in whatever document as soon as possible.

See what they got funded for/how much and proceed to designated category for further instructions:

Apparel:

- Paying directly to the vendor:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Invoice or Quote
 - Mock-up of the apparel showing the A.S. Logo
- Getting reimbursed:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Paid receipt or proof of payment (i.e. bank statement, balance due is zero, or the payment method shown)
 - Mock-up of the apparel showing the A.S. Logo

Artist/Performer/Speaker and Honorarium:

- Artist/Performer/Speaker:
 - Must have:
 - Requisition: **MUST BE MARKED AS CONTRACT**
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Contract, Invoice, or Quote
 - Completed A.S. Contract Request Form
 - Mini-biography of artist/performer/speaker
 - Honorariums:
 - Must have:
 - Requisition: **MUST BE MARKED AS CONTRACT**
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Paid receipt*
 - Completed A.S. Contract Request Form
 - Mini-biography of artist/performer/speaker
- * CONDITION: Gifts for Honorariums

For Artist/Performer/Speaker, there will be a minimum of 10 days for completion of contract. Contracts will be made by Rebecca and given to the organization when they pick up the check. **CONTRACTS MUST BE TURNED IN WITH THE REQUIRED SIGNATURES**, no exceptions! If check is requested to be mailed, contract must be signed and turned in prior to us mailing out the check.



Other:

- Equipment/security/venue:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Quote, Invoice, or Paid Receipt
- Research Project:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Quote, Invoice, or Paid Receipt
 - List of products purchased

Professional Development Registration and Airline:

- Registration:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Quote, Invoice, or Paid receipt
 - Conference Information Sheet
 - Release of Liability Form for each participant
 - List of Attendees (First and Last name)
- Airline:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Paid Receipt
 - Traveling Itinerary
 - Conference Information Sheet
 - Release of Liability Form for each participant
 - List of Attendees (First and Last name)



Publicity and Printing:

- A.S. Print Shop:
 - No paperwork required
 - Send them to Print Shop (Print Shop will have all their funding information)
- Promotional Items:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Quote, Invoice, or Paid Receipt
 - Mockup of item showing the A.S. Logo unless there is an exception where A.S. Logo not required
- Spartan Daily:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Quote, Invoice, or Paid Receipt
- Alternative:
 - Must have:
 - Requisition
 - Copy of “Student Organization Fiscal Action” (can be found in white binder)
 - Quote, Invoice, or Paid Receipt
 - Mockup of item showing the A.S. Logo

*Take into account to the “Stipulations” on the Student Organization Fiscal Action regarding the requirements of A.S. Logos.



For Reimbursements:

- A.S does not reimburse individuals, therefore funds will be transferred to Campus Organization account and from there, they can reimburse the individual
- In order for be qualified as reimbursement, PAID RECEIPT or PROOF OF PAYMENT must be obtained, NO EXCEPTIONS.
- Procedure to process reimbursements:
 - Obtain all required documents provided in each category above (i.e: apparel, professional development registration/airline, etc.)
 - Instead of invoice or quote, MUST BE A PAID RECEIPT/PROOF OF PAYMENT
 - In addition to the first requisition, another requisition will be needed
 - First Requisition:
 - Account number (i.e: 84601.701.xxx.xx), Account name, and Date
 - Mark ASSOCIATED STUDENTS
 - Under Vendor or Payee write “TRANSFER TO THE ACCOUNT NAME and CAMPUS ACCOUNT # (22000.xxxx)
 - All original receipt with A.S side
 - Place in Rebecca’s box
 - Second Requisition:
 - Mark CAMPUS ORGANIZATION
 - Account number (i.e: 22000.xxxx)
 - Under Vendor or Payee write whoever is getting reimbursed
 - Make copies of receipts from A.S. to attached to campus requisition (make note of this for Helen)
 - Place in Helen’s box
 - Check all signature cards (A.S side and Campus Side) for required signatures at all times.

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