



# A.S. Forms

Check Request, Travel Packet, Etc.

# How Do We Get Money?

Every College Council approves a budget set for the year indicating how much money each represented organization receives.

College Councils have the right to re-allocate money to another organization, depending on the College Council's authority.

Re-allocation of money could occur if a student organization is NOT:

- **Officially recognized by Student Activities and Campus Life (SACL)**
- **Represented during College Council meetings**

# What can my funds be used for?

The funds can be used for the following:

- *Supplies (5000) – office supplies, subscriptions*
- *Promotions (6400) – banners, clothing, printing, postage, copies, buttons, stickers*
- *Food (5520) – food, food supplies*
- For an extended list of funds usage, please visit: [http://as.sdsu.edu/AS\\_Dollars/index.html](http://as.sdsu.edu/AS_Dollars/index.html)

## What's the process of reimbursement?

- Buy items (keep the original receipt)
- Complete a “Check Request” form
- Submit the “Check Request” form to the A.S. Business Office
  - Forms submitted after 4 PM on Mondays will have a check available the following Monday

## Funds in Your Account

There must be enough funds in your account in order to use it.

It is ok to spend more than what is allocated by line item (e.g. spend \$50 in Supplies when there is only \$40 in Supplies), as long as your overall account can provide the rest of the amount.

# Transferring Funds

## Form: Budget Transfer Request (Associated Students)

Used for transferring funds from one club to another club, or transferring funds from one line item to another line item.

All numbers must be in whole numbers! (No \$200.99)

- If \$200 or less, the approval is done through the VP of Finance.
- If \$201 or more, the approval has to go through Finance Board.

## Completing Budget Transfer Request Form

- Must complete all needed information
  - Account Number
  - Item Number (e.g. food, supplies, promotions)
  - Total transferring funds
- Must be signed by College Council advisor, NOT club advisor.
- Must have College Council minutes, NOT club minutes.

## “Buying Stuff”

When your organization spends money on selected items, keep the original receipts. Associated Students will not accept copied receipts for reimbursement.

You can ask the vendor where your organization purchased items for 2 receipts.



# Front of Check Request Form

- Must have address (whether or not it will be picked up)
  - Must have brief description ( “Food for event on...” )
  - Must have organization’s AS account number
    - Don’t know the account number? You can find out at the A.S. Business Office (Lower Aztec Center)
  - Must have the College Council advisor’s signature
- (NOTE: your check will not be released to you without the advisor’s signature)**

# Receiving Check Reimbursements

- If Check Requests are turned in by Monday before 4:00 p.m., the check is usually available the following Monday.
- If checks are requested to be mailed, they will be mailed by the following Monday.
- If checks are requested to be picked up, the requester can come to the Business Office, lower Aztec Center the following Monday
  - You must have a **photo ID** ready to have check released to you.

# Travel Packets

Every student organization can receive up to \$500 in reimbursement for traveling.

**Travel monies are not transferable.**

Travel is considered going anywhere that requires transportation to a conference or student organization-related event (i.e. symposium, research, speeches)

# Travel Packet Process

- The Travel Packet must be submitted **2 weeks before the travel**.
- After the completed packet is submitted, your student organization will be placed on the next action Finance Board meeting. A representative of your student organization must be present at the meeting to give a short speech about the travel.
- If your student organization is approved for travel, your organization must save all of the receipts for expenditures (transportation, food, housing, registration)
- After the travel, your organization must complete a Check Request form and submit it to the A.S. Business Office.

# Completing a Travel Packet

- Complete (1) Travel Funds Request Form
- Complete (1) Outline of Expenses
- Release and Waiver
  - Every person traveling must complete this
- If driving, every driver must complete:
  - Organization Driver/Insurance Forms
  - Motor Vehicle Record Inquiry Release
  - Copy of Driver's License and Car Insurance
  - Map of travel

# Flying?

- If you are getting reimbursed for transportation by flight, please include the boarding pass ticket, if possible.
- If you cannot provide an itinerary from email, original boarding pass ticket, or anything from those lines, please ask if you can submit something in its place

# During Traveling

- Keep all your receipts
- Keep a program from the event
  - The program will be evidence that you attended the event, and therefore, can receive the reimbursement for traveling
- Track down expenses on the Travel Expense Report

# After Travel – What to Submit

- A Completed Check Request Form
  - Use the same rules as the Check Request Form steps. The only differences include:
    - After “Include Complete Explanation of Expenses on Separate Sheet”, it says “Please check one”, please check the box for “Travel”
    - “Account Number / Line Item #” is 0-96-960-6125
- A program from the event
- Travel Expense Report



# Alternatives Ways to Gain Funds

- Proposals
- Sponsorships
- IRA Funds
- Fundraising

# Proposals

- College Council Proposal
  - Propose an amount to the College Council for a specific event/program
  - With approval, the expenditures for the event/program can be reimbursed via the College Council
- Finance Board Proposal
  - Complete a “Finance Board Proposal Request”
  - Submit with College Council meeting minutes to the A.S. Business Office (Lower Aztec Center)
  - A representative must attend an action Finance Board Meeting to answer questions about why they need funding

# Sponsorships

- Cultural Arts and Special Events (CASE)
  - Must be submitted 8 weeks in advance
  - Must be free and open to everyone
  - <http://as.sdsu.edu/ent/case/sponsor.html>
- Cross Cultural Center/ Inter-Cultural Relations
  - Must be submitted 6 weeks in advance
  - Must be a cultural-related event
- Other departments

## Instructional Related Activities (IRA)

- IRA Funds are allocated normally once a year for student organizational events that involved something instructional, such as presenting research at a conference or participating in a competition

# Fundraising

- (Fundraising Resource Guide) FRoG
  - Associated Students
  - <http://as.sdsu.edu/FRoG/index.html>
- Ideas
  - Places: Woodstock's, Rubio's, Coldstones, etc.
  - Stadiums: Petco Park, Qualcomm Stadium
  - Events: Car wash, food sales

# For Questions and/or Concerns

- VP of Finance (College Council)
- VP of Finance (Associated Students)
  - Location: Government Affairs in Lower Aztec Center
  - Contact: 619-594-7260
  - Email: [as.vp.fin@sdsu.edu](mailto:as.vp.fin@sdsu.edu)
- Accounts Payable (Associated Students)
  - Location: A.S. Business Office in Lower Aztec Center
  - Contact: 619-594-3275