



# ASUCR ORGANIZATION FUNDING

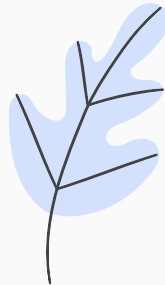
2021-2022





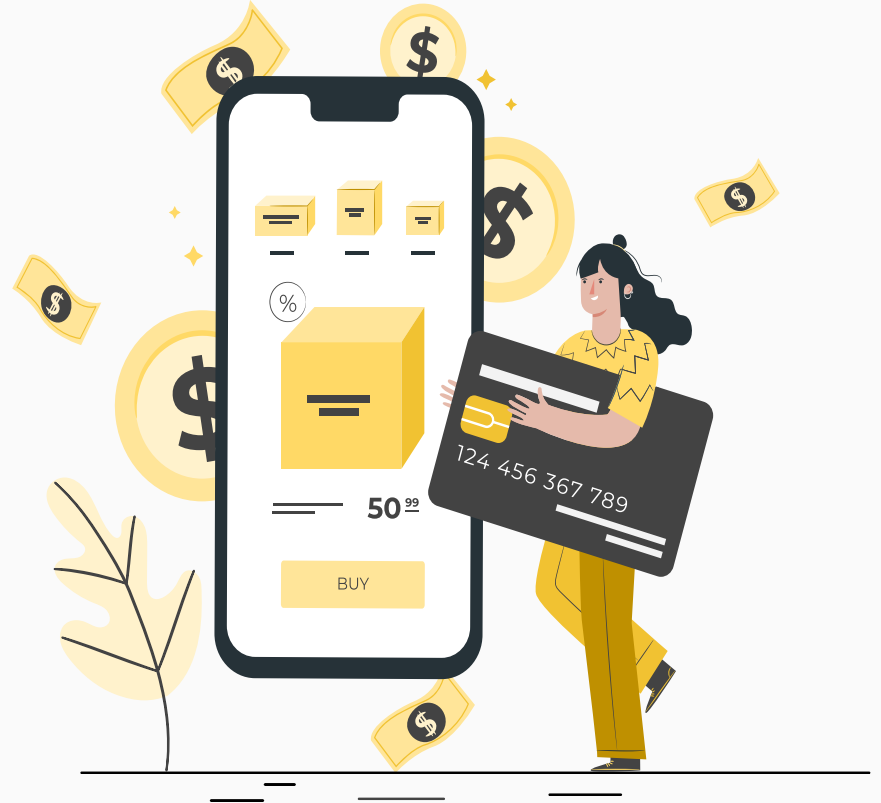
## ACCOUNT ACTIVATION

- All Registered Student Orgs that plan on applying for general funding and/or grants ***must*** activate their account.
- Org accounts must be activated ***each Academic*** year.
- Accounts can be activated anytime after September 7th and will expire early June.
- Student Orgs ***will not be able*** to apply for funding unless the account has been *activated*.
- Access to rollover/income funds will *not be available* until the account has been activated.



APPLY FOR ASUCR FUNDING

IT'S A  
3 PART  
PROCESS



# STEP I: ACTIVATE THE ACCOUNT



## How to Activate the Account

- View this [Account Activation PowerPoint](#) in its entirety
- Take the [Authorized Signers Test](#)- be sure to enter your first and last name when you login
- You may take the test as many times as needed to pass with an **80%** or higher.

\*\*NOTE: Score of the test will be verified by ASUCR. No need to print/turn-in a physical copy of your test\*\*

- Must fill out Authorized Signers Form



## AUTHORIZED SIGNERS FORM

- Must have at least 2 authorized signers, max of 3
- Each authorized signers must take the Authorized Signers Test and needed prior to signing up for a finance hearing
- Authorized signers are in charge of signing requisitions for org's reimbursement. Without authorized signatures, reimbursements of any kind will not be approved.

## STEP 2: PREPARING YOUR BUDGET



- Prepare your budget according to the **Orgs specifications**
- If you need assistance with your budget, schedule an appointment with the **Organization Funding Specialist/ VP of Finance** at (951)-827-3621
- Please view **slide 7** for an example budget

# WHAT TO INCLUDE ON YOUR BUDGET

Please make sure to include the **correct** academic school year on your template.

Include all the line item/categories you are purchasing (line items not stated on the budget **will not be reimbursed**.. On description PLEASE state what *specific* items that will be purchased.

ASUCR Organization Budget 2021-2022		
Organization Name:	NAME	
Account #:	MUST INCLUDE ACCOUNT NUMBER	
Members # of Undergrads:	100	# of Grad Students: 0
ASUCR Allocated Funds	\$ 750.00	*Enter allocation here with 10% increase from previous year
Line Item	Detailed Description	Organization Expenses
meeting expenses	Food for our weekly meetings	\$150.00
Equipment Purchased	Table, chairs, banner for tabling	\$250.00
T-Shirts	Club T-shirts 2x2 ASUCR	\$200.00
Software	Canva, Zoom Pro, Adobe	\$150.00
Total Budget Expenses (This amount must match the ASUCR Allocated Funds)		\$750.00
***Submit ASUCR Org's Budget to asucrfinance@ucr.edu in THIS FORMAT!		
You will need to attend a Finance Hearing to approve your budget.		
Detail description of the purpose of the org		
Please include the description of the purpose of your organization		

Include the correct number of undergraduate students. Must have at least 10 registered on Highlander Link # of Undergrad Students must exceed grad students by 80%.

Check for the correct allocate amount for this academic year (Check through your previous ASUCR budget records to have the correct 10% allocation.

**\*\*Reminder: Please make budget shareable/ editable prior to budget submission. \*\***

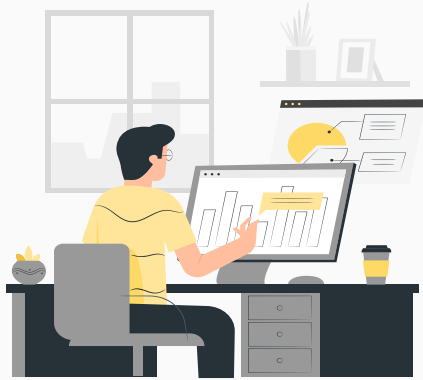
# STEP 3: APPLY FOR FUNDING

- All Orgs **must be registered** with Student Life in order to qualify for any ASUCR funding
- Sign up through Google Forms to schedule a finance hearing (Beginning Fall Quarter). This can be found at [asucr.ucr.edu](http://asucr.ucr.edu) in the Finance Tab.
- Finance hearing will be given on a first come first serve basis

**IMPORTANT NOTE: All submitted budget MUST be *shareable and editable*\*\*\***







## GENERAL FUNDING



- ASUCR funding operates on a academic year (July 1st - June 30th)
- Organization *MUST* have **open membership** to request for funding
- Allocation **begins at \$750** for the first year
- Allocation **increases by 10%** every year after available upon request (this means submitting a budget and signing up for a finance hearing)
- Maximum allocation goes up to **\$3,500**

# GRANT ALLOCATION

- Funding for **ONE** event per year
- Event must be **ON CAMPUS** and open to **ALL students** to attend
- Maximum allocation is \$1,500
- Please refer to the Funds charts for limitations and restrictions

# ITEMS FUNDED BY ASUCR

## Meeting Expenses (Food for meetings)

- Limited to **\$15/ member per meeting**
- Sign-in sheets of meeting attendees must be submitted along with requisition
- **NO GROCERY RECEIPTS WILL BE REIMBURSED**
- Make sure Highlander Link roster is updated

## Cultural Shows

- Cultural shows and event maximum funding: \$1,500 from allocated funds. However, if your allocation is \$750 that's the maximum allowed for each event
- Must be on campus events
- *NO workshops, entertainment, festivals, theme parks or ticketed admissions of any kind will be reimbursed. (This does not include registration fees)*



## ITEMS FUNDED BY ASUCR (CONT.)

- Conferences, Tournaments, and Competitions are limited up to \$1,500 from allocated funds. Please include **who (names and SID #'s), what, where, when and a flyer detailing the event.**
- Banquets must be within a 40 mile radius. If your banquet is on campus, an approved caterer must be used.
- If your Org has remaining income/rollover it may be used for Retreats, gifts, and non-related org activities, such as socials.
- **NO ALCOHOL WILL BE REIMBURSED UNDER ANY CIRCUMSTANCES.**
  - **Receipts will be entirely disregarded if alcohol is listed**
- Expenses must be org related and for operating purposes

## T-SHIRTS FUNDED BY ASUCR

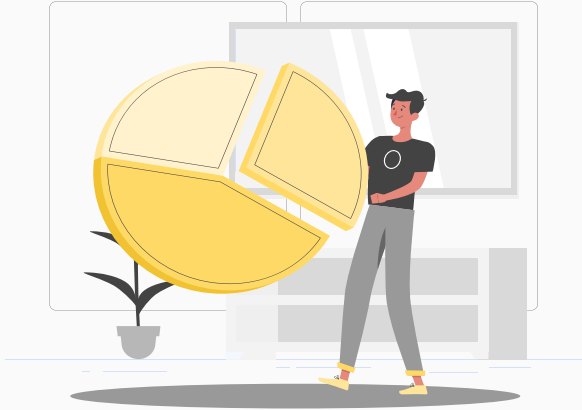
Funding for t-shirt/uniforms out of allocated funds require a few steps:

- T-shirt must be listed your org's approved budget
- Must include a **2x2 ASUCR logo** anywhere on the shirt (ASUCR logo available on ASUCR website)
- Preferably include the words "sponsored by"
- Will need to attach a Print Preview from the VENDOR showing the design and location of the ASUCR logo along with a requisition
- An additional t-shirt is needed to be purchased to be displayed in the ASUCR Bear's Den. (*Please deliver this to the ASUCR Front Office with requisition or upon receipt of the T-Shirts* )
- Allocated funds will pay up to 10% over the amount of members listed on the Highlander Link roster in Fall and over 5% over in Winter quarter
- Limit of **\$15 per shirt** (anything over will not be reimbursed)

**\*\*NOTE: T-shirts purchased during the Spring quarter will NOT be covered by allocated funds\*\***



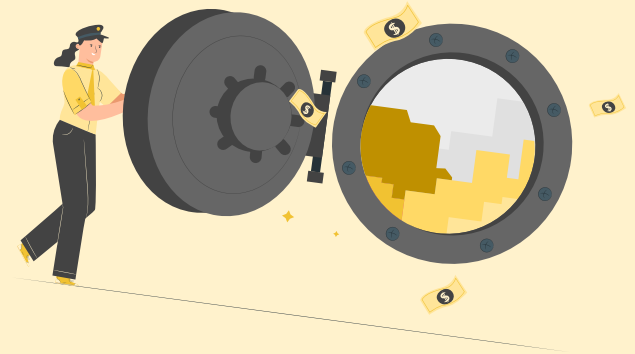
# SPEAKERS/ PROFESSIONAL SERVICES

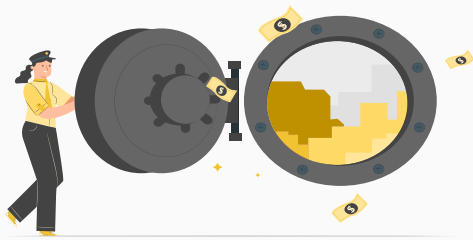


- For payment of professional services/performer you **MUST** make an appointment with Org Funding Specialist first.
- **Must** be a professional; can not pay a student, faculty, or staff.
- Professional must provide federal tax ID number.
- Payment is limited to \$600 per year and **MUST** be a direct payment to the professional/performer. Reimbursement will not be processed.
- These expenses must be relevant to the org's mission statement and requested **at least 2 weeks in advance**. Failure to do so may result in no payment. No exceptions.
- Payments will be made through Zelle

# ALLOCATED FUND VS. ROLLOVER FUNDS

- Allocated funds are the funds that your org requests from ASUCR.
- Allocated funds **do not** rollover and those funds **may not** be withdrawn (unspent funds will return to ASUCR by June 30th).
  
- Any known rollover funds that is not acquired by the org before the end of Fall 2021 will not be rollover for the next year





## TYPES OF REQUEST

- **Reimbursement**- This can be requested when an org member has paid an org expense and needs to be reimbursed.
- **Purchase Order**- From approved caterers/vendors are pre approval of funds not to exceed the amount stated on the Purchase Order (avoids paying for things out of pocket). Must be submitted 3 business days in advance from the date needed.
- **On-Campus Department**- working with on campus department and need to pay for services for
  - Ex: HUB Event Scheduling to pay for room set-up and equipment or Subway for a sandwich platter for a meeting.
- **Direct Payment**- paying a vendor directly for example: paying for registration for a conference or a speaker.
- **Payment request of any kind must start by filling out a requisition form**





## REQUISITION

- A requisition is a payment request, ASUCR can not process anything without it.
- The requisition form can be found at the **ASUCR office** and is also available on the **ASUCR website** [www.asucr.ucr.edu](http://www.asucr.ucr.edu) under forms.
- **ALL reimbursement payment will be made through ZELLE**

The Zelle logo is displayed in white text on a purple rectangular background. The word "zelle" is in a lowercase, sans-serif font, with a registered trademark symbol (®) to the upper right of the letter "e".

zelle®

## HOW TO FILL OUT A REQUISITION

- Fill out every single field on the requisition
- Especially the following ones:
  - **Name of Requestor** (person requesting the funds).
  - **Cell/Phone #** (number of the **person who purchased** the items).
  - **Payee** (person getting reimbursed or vendor).
  - Signature of an **authorized signer** (the authorized signer can not be the same as the person being reimbursed).
  - Grand total (of the reimbursement).
  - Attach itemized *receipts/invoices*.



# REIMBURSEMENT

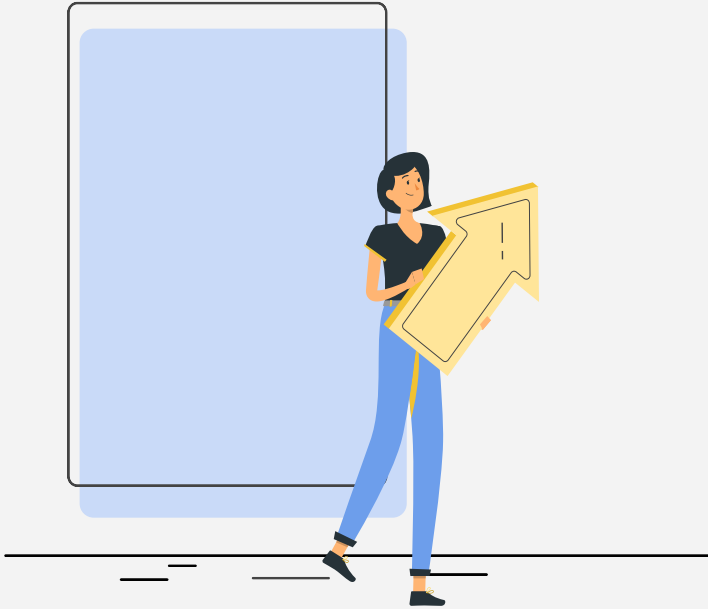


- Please allow **10 business days** for processing zelle transfers.
- To avoid delay, attach **all back up documentation** to requisition.
- **Itemized** receipts are required.
- Reimbursements must be made to the person who paid for the item(s) directly.
- Receipts *cannot* be dated more than **1 MONTH** old and from a legitimate company. Proof of payment shall be clearly cited on the receipts.





## ON CAMPUS DEPARTMENTS



- On-Campus Department services are paid via a recharge. This is done with the use of an account number also known as the FAU.
- Some examples:
  - If the org wants to order a sandwich platter from Subway or any of the other Dining venues.
  - Check out a room with media from HUB Event Scheduling.
  - Renting the Theatre for a cultural event.
  - Printing and Reprographics.
- **Planning ahead of time will alleviate you from having to pay out of pocket. ASUCR needs at least 3 business days to process.**



## PURCHASE ORDER

- Must be submitted at least 3 business days in advance.
- It avoids paying out of pocket.
- Process:
  - Fill out a requisition.
  - Attach invoice/quote
  - 3 business days later you pick up the PO from the ASUCR office and take it to the vendor.
  - Return the receipt to the ASUCR office.

***Privileges may be revoked if receipts are not received within 1 week.***

# HOW REQUISITION FOR PO REQUESTS SHOULD LOOK LIKE:


Name of the person requesting the PO

MUST include the authorized signer's signature. Note: Authorized signer must be the one of the signer that is registered with ASUCR


Include the phone number and email address of the requestor

Please state the vendor you are purchasing from

Include explanation of the services and on the line items below, please list out each and every item


Associated Students of UCR

### GENERAL REQUISITION

<b>Organization:</b> Camp Kesem		<b>Phone number or email:</b> (951)-123-4567	
<b>Best contact Name:</b> John Doe		<b>Account Number:</b>	
<b>Date of Requisition:</b> 08/23/2021		<input checked="" type="checkbox"/> <b>Need Purchase Order</b>	
<b>Authorized Signature:</b> 08/23/2021 		<input type="checkbox"/> <b>Vendor:</b> Progressive Graphics	
<small>(Can not sign off on your own reimbursements)</small>		<b>Department:</b>	
<b>ASUCR Finance Authorization:</b>		<input type="checkbox"/> <b>Campus Department/Leaders:</b>	
		<small>Reimbursements: Issue Zella Transfer/issue payment to:</small>	
		<b>Progressive Graphics</b>	
		<small>(Please be registered with Zella prior to submission of requisition)</small>	
		<input type="checkbox"/> <b>Student ID# required for reimbursement:</b>	

**Explanation (Mandatory):**  
 Camp Kesem is purchasing T-Shirts for its members. Attached is a preview of how the T-Shirt will look. You will see, as required, we added the 2in x 2in ASUCR logo on the T-Shirt.

Full Description of items/services:	Qty	Price Each	Total Amount	Office use only
T-Shirts	10	\$15.00	\$150.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
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			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
<b>Sub Total:</b>			\$150.00	
<b>Shipping/Handling:</b>				
<b>Sales Tax:</b>				
<b>Grand Total:</b>			\$150.00	

**Notes:**



## DIRECT PAYMENT

- If ASUCR is paying a vendor directly on the org's behalf you must provide a copy of their W-9 and an invoice.
- May take up to 2 weeks to process payment via zelle if the vendor is not setup with Zelle.
- An example would be paying for a Professional Service such as a Speaker, DJ, etc. This must be handled as a direct payment. No reimbursement will be allowed.



## HOW YOUR RECEIPT SHOULD LOOK LIKE

- Only itemized receipts are accepted.
- Any personal items should **NOT** be listed on the receipts.
- Do not write on the receipts as they may not be reimbursable.



# HOW YOUR RECEIPTS SHOULD LOOK



Only itemized receipts like this will be accepted

TIO'S TACOS Y MARIS.  
3948 MISSION INN AVE.  
RIVERSIDE, CA. (951) 788-0230

MC #01  
REG ITZEL 11-06-2014 19:48 031849

ORDER# 031849 #000025

1 TACO ASADA	\$2.50
1 NO CEBOLLA	
1 MED.AGUA FRESCA	\$2.60
2 TACO POLLO	\$5.00
1 MED.AGUA FRESCA	\$2.60
1 CON TODO	
1 P	
1 TRANS.FEE	\$0.50
TA1	\$12.70
TX1	\$1.02
TL	\$14.22
CHARGE	\$14.22

This is NOT an itemized receipt and will not be accepted

TIOS TACOS RESTAURANT  
3948 MISSION INN AVE  
RIVERSIDE, CA 92501

11/06/2014 19:54:27  
MID: 00000003245428 TID: 04881551  
329323631997

CREDIT CARD  
MC SALE

CARD # XXXXXXXXXXXXX0615  
INVOICE 0014  
Batch #: 001017  
Approval Code: 175449  
Entry Method: Swiped  
Mode: Online

PRE-TIP AMT \$14.22

TIP \_\_\_\_\_

TOTAL AMOUNT \_\_\_\_\_

CUSTOMER COPY

# FINANCE HEARING



- At least *one* Authorized Signer of your org must attend a finance hearing in order to receive funding.
- Sign-ups for Finance Hearing will be accessible through our ASUCR website (**asucr.ucr.edu**). It is on a *first come first served basis*, so signing up early is highly encouraged. You must sign up **no later than 3 days prior the finance hearing**
- You must submit your budget **BEFORE** signing up for a hearing.
- Finance Hearing will be potentially held through Zoom
- Links to Zoom meetings will be forwarded to you prior to hearings.

## NEED ASSISTANCE?

If you have any questions regarding creating your budget, please call the **front desk at 951-827-3621** and schedule an appointment with Organization Funding Specialist.

Meeting with the Organization Funding Specialist is highly encouraged before submitting your budget.

Please refer to this PowerPoint and the ASUCR website throughout the year if you need a refresher on the funding procedures.

Email us: [asucrfinance@ucr.edu](mailto:asucrfinance@ucr.edu)

