



ASUCR ORGANIZATION FUNDING

2022-2023





ACCOUNT ACTIVATION

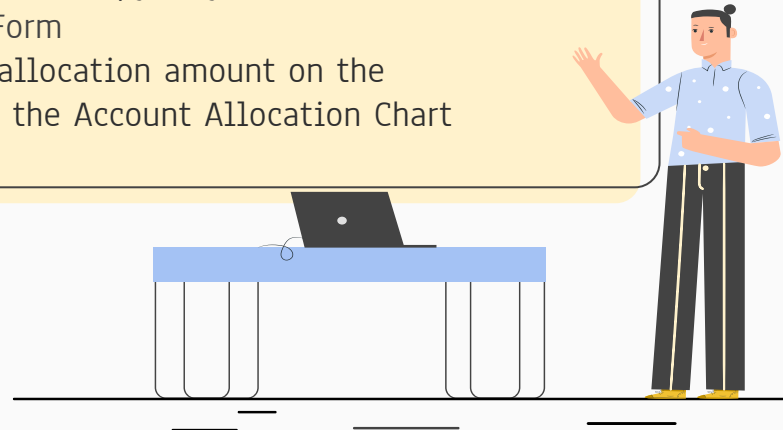
- All Registered Student Orgs that plan on applying for general funding and/or grants must activate their account and **be registered with Student Life.**
- Org accounts must be activated each Academic year.
- Accounts can be activated anytime after October 5th and will expire early June.
- Student Orgs will no longer apply for funding. It is automatic as part of the activation process.
- Access to rollover funds will not be available until the account has been activated.
- Must have at least 2 authorized signers, max of 3
- Authorized signers are in charge of signing requisitions on behalf of the org for reimbursement/transfer of funds. Without authorized signatures, reimbursements of any kind will not be approved. **Authorized signers can not sign off on their own reimbursements.**



ACCOUNT ACTIVATION (CONT)

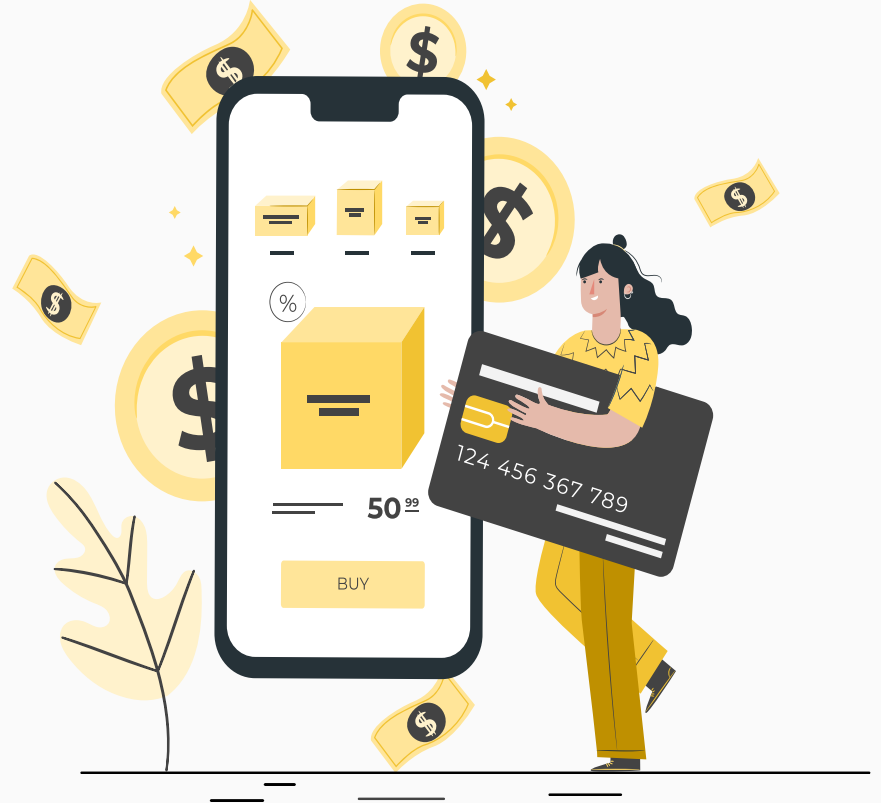


- View this [Account Activation PowerPoint](#) in its entirety
- Take the [Authorized Signers Test](#)- be sure to enter your first and last name when you login
 - You may take the test as many times as needed to pass with an **80%** or higher.
NOTE: Score of the test will be verified by ASUCR. No need to print/turn-in a physical copy of your test
- Must fill out Authorized Signers Form
- You will be asked to fill out the allocation amount on the Authorized Signers Form found on the Account Allocation Chart



REQUESTING ASUCR FUNDING

HAS BECOME
EASIER THIS
YEAR



FINANCE HEARINGS FOR EXCEPTIONS AND GRANTS

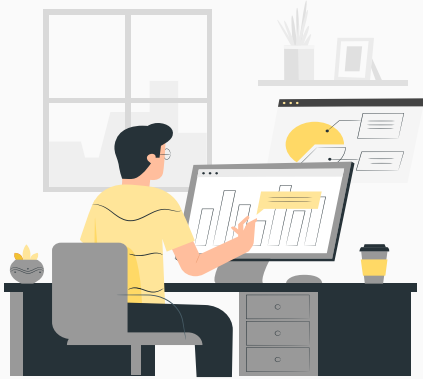


- It is no longer required to attend a finance hearing for your general allocation.
- If you are attending a finance hearing for exceptions or grants, at least *one* authorized signer of your org must attend
- Sign-ups for finance hearings will be accessible through our ASUCR website (asucr.ucr.edu). 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**
- Finance hearings will be potentially held through Zoom.
- Links to Zoom meetings will be forwarded to you prior to hearing.

GRANT ALLOCATION

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

GENERAL FUNDING INFORMATION



- ASUCR funding operates on a academic year (July 1st - June 30th)
- Organization *MUST* have **open membership** to request for general funding
- Allocation **begins at \$1000** for the first year
- Allocation **increases by 10%** every year
- Maximum allocation goes up to **\$3,500**

CHECK THE BALANCE OF YOUR ACCOUNT



- You must have enough funds in your account before proceeding. You can check your balance by visiting <https://asucr.ucr.edu/funding/organization/reports>
- Please keep in mind current pending requisitions may not have been posted to your account.
- **Requisitions will not be processed until ASUCR verifies allocations and receives original receipts.**



REQUISITION

- A requisition is a payment request, ASUCR can not process anything without it.
- The requisition form can be found at the **ASUCR office in the lobby.**
- **ALL reimbursement payments will be made through ZELLE (payees must be registered with Zelle prior to submitting requisition in order to avoid any delays) or PayPal.**





HOW TO FILL OUT A REQUISITION

- Fill out every single field on the requisition
- Especially the following ones:
 - **All data, including the authorized signature (*VERY IMPORTANT: A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSELVES*)**
 - **Date**
 - **Organization's Name and account number**
 - **Type of Requisition** - paper or electronic purchase order, funds transfer to your bank or FAU
 - i. A **purchase order** is a promise to pay. A payment will not be generated until ASUCR receives the final invoice. Only select vendors will accept purchase orders
 - ii. **FAU** stands for Full Accounting Unit and this is providing an account number series to campus departments. Typically this is done with HUB scheduling, Crate and Media Services
 - **Complete address, email and phone number** of the person or vendor to whom the requisition is payable
 - **Descriptive information:** who, what (event description or items purchased relevant to the organization), where, when (date and time), and why
 - **Total amount** the requisition is for, including tax and shipping if applicable
 - **Attach all necessary backup documents** (original receipts, invoices, sign-in sheets, etc.) Be sure to tape small receipts to a blank piece of paper.
 - **Is there a payment to a performer?** If so, a W-9 must be submitted along with a UCR Performance Agreement, and invoice.

ITEMS FUNDED BY ASUCR

Meeting Expenses (Food for meetings)

- Limited to **\$15/ member per meeting**
- **ORIGINAL** itemized receipts
- **ORIGINAL** Sign-in sheets of attendees must be submitted along with requisition
- Meetings must be held on campus

Cultural Shows

- Cultural shows and event maximum funding: \$1,500 from allocated funds. **However, if your allocation is \$1,000 that's the maximum allowed for 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.
- Banquets have a maximum funding of \$40.00 per person per plate
- If your Org has remaining 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

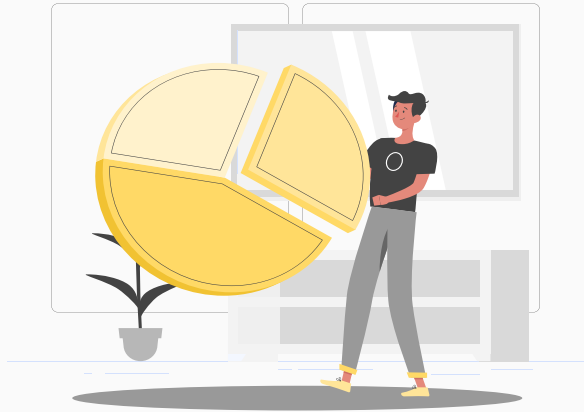
APPAREL FUNDED BY ASUCR

Funding for apparel out of allocated funds require a few steps:

- 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
- **THERE IS NO LONGER A LIMIT ON PER ITEM**



SPEAKERS/ PROFESSIONAL SERVICES



- Payment for 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/Social Security number.
- Payment is limited to \$550 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 or PayPal and after the event/services. Payment may take up to 2 weeks.



SAMPLES OF ACCEPTABLE RECEIPTS

- Only original 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.

Walgreens

#07990 1745 UNIVERSITY AVE
RIVERSIDE, CA 92507
951-684-5661

258 0047 0022 11/05/2014 4:32 PM

FISKARS SCISSORS POINTED 5"	A	2.59
07848409430		
RETURN VALUE 2.59		
FISKARS SCISSORS BLUNT 5"	A	2.59
07848409416		
RETURN VALUE 2.59		
ELMERS PRPL SCHOOL GLUE	210Z 6S	4.39
0260015730		
RETURN VALUE 4.39		
SUBTOTAL		9.57
SALES TAX A=8.0%		0.77
TOTAL		10.34
VISA ACCT 7577		10.34
CHANGE		.00

THANK YOU FOR SHOPPING AT WALGREENS

WITH BALANCE REWARDS, YOU CAN SAVE
ON THE THINGS YOU NEED AND TREAT
YOURSELF TO THE THINGS YOU WANT.
RESTRICTIONS APPLY. SEE PROGRAM
RULES FOR DETAILS. PLEASE GO
TO WALGREENS.COM/BALANCE.

RFN# 0799-0220-0479-1411-0503



DOLLAR TREE STORES, INC.

Store# 2770 (951) 274-0726
4033 Chicago Avenue, #B
Riverside CA 92507-5337

DESCRIPTION	QTY	PRICE	TOTAL
CONSTRUCTION PAPER	1	1.00	1.00
CONSTRUCTION PAPER	1	1.00	1.00
CONSTRUCTION PAPER	1	1.00	1.00
STICKERS	1	1.00	1.00
STICKERS	1	1.00	1.00
HEARTS STICKER SHE	1	1.00	1.00
HEARTS STICKER SHE	1	1.00	1.00
PERM MARKERS ASTD	1	1.00	1.00
PERM MARKERS ASTD	1	1.00	1.00

Sub Total	\$9.00
SALES TAX	\$0.72
Total	\$9.72
Visa	\$9.72
*****7577	S
Auth. Code: 005551	

Thank You for Shopping at Dollar Tree
Where Everything's \$1.00
Now Shop On-Line at DollarTree.com

* We value your opinion! *
* Please provide your feedback at *
* www.dollartreefeedback.com *
* Receive chances to win \$1,000 daily plus *
* instant prizes valued at \$1,500 weekly *
* or by calling 1-877-366-2540. *
* For complete rules, eligibility and sweepstakes *
* period and previous winners please visit *
* www.dollartreefeedback.com *
* No purchase/survey required to enter. *
* Sweepstakes sponsored by Esaphica, Inc. *
* across multiple international clients. *
* Survey Code: 1527 0647 3407 0012 *
* *
* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

6347 02770 04 044 61707 11/05/14 16:05
Sales Associate: Nikea

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 _____

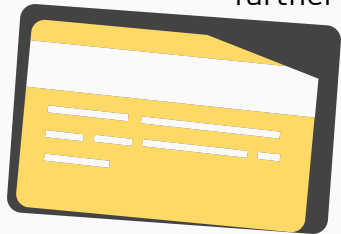
TOTAL AMOUNT _____

CUSTOMER COPY

REIMBURSEMENT

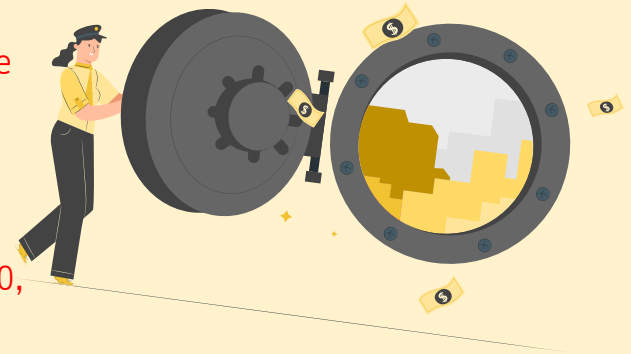


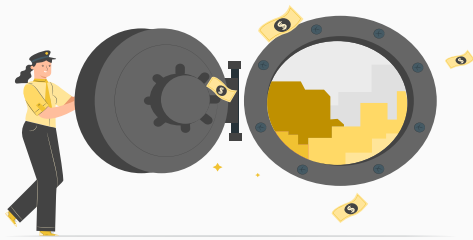
- Please allow **2 weeks** for processing zelle/PayPal transfers.
- To avoid delay, attach **all back up documentation** to requisition.
- **Original itemized** receipts are required.
- Reimbursements must be made to the person who paid for the item(s) directly.
- Receipts *cannot* be dated more than **1 MONTH** old and from a legitimate company. Proof of payment shall be clearly cited on the receipts.
- Summer expenses/receipts prior to activation and/or allocation must be submitted by October 31st
- If you have not completed the requisition form correctly or completely, you will be contacted with further instructions.



ALLOCATED FUNDS 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).
- Rollover funds are funds that were brought in by organizations as a requirement for funding in the past.
- Please check the Account Allocation Chart “Rollover Tab” to see if your organization has any rollover funds.
- The organization may withdraw rollover funds to their outside bank account or use it as reimbursement with no restrictions.
- Rollover funds that are not used by the organization by June 30, 2023 will not be rolled over for the next year

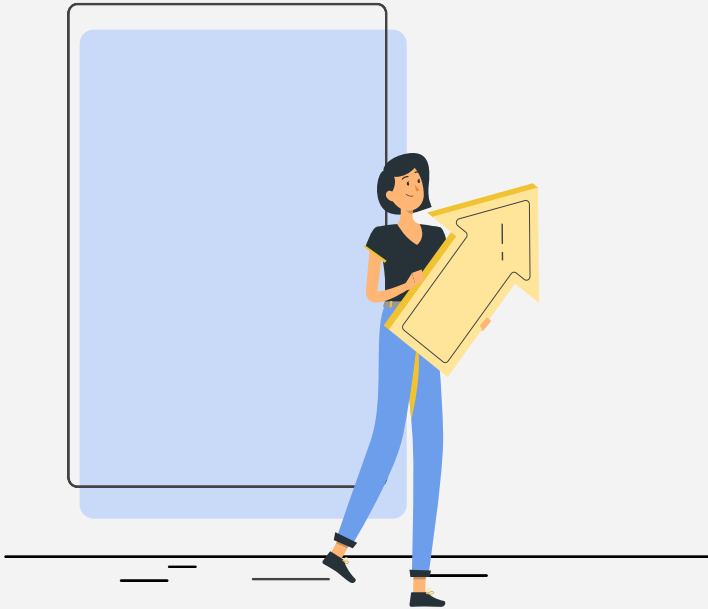




TYPES OF REQUEST

- **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**

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 quote
 - You have an option for pick up or email.
 - For paper PO's, it will be ready in 3 business days. You will pick it up at the ASUCR office and take it to the vendor. Any PO's not picked up within a week will be voided.
 - Return the invoice to the ASUCR office for payment.

Privileges may be revoked if invoices are not received within 1 week. It is the organization's responsibility to obtain these invoices from the vendor for payment.

DIRECT PAYMENT

- If ASUCR is paying a vendor directly on the org's behalf you must provide a copy of their W-9, an invoice and performance agreement.
- The vendor must be registered with Zelle/PayPal.
- 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.
- Payment to the vendor is always issued after the service has been completed and may take up to 2 weeks.

NEED ASSISTANCE?

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

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

There are examples of how to properly complete the various types of requisitions on the website.

Email us: asucrfinance@ucr.edu

