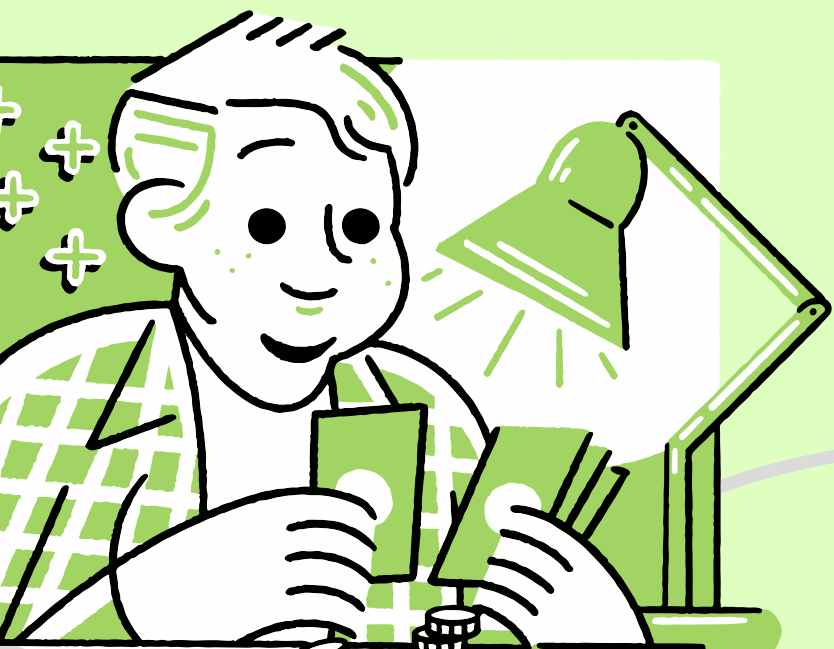


WHAT ASUCR HAS TO OFFER TO REGISTERED STUDENTS ORGS



GENERAL FUNDING INFORMATION

- New Organizations start with \$1,000 Allocation
- Must have open membership (not for Fraternities and/or Sororities)
- There will be a 10% increase each year as long as the account is activated each year
- Maximum Allocation of \$3,500



ACCOUNT ACTIVATION

- Accounts can be activated anytime after October 2nd and will expire the first Friday in June
- 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
- Students will no longer apply for funding. It is automatic as part of the activation process



ACCOUNT ACTIVATION (CONTINUED)

- 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
 - Unlimited attempts available but must pass with a 80% or higher
 - ** Note: Scores will be verified by ASUCR. No physical copies needed

AUTHORIZED SIGNERS

- Must fill out Authorized Signers Form Located at HUB 202
- You will be asked to fill out the allocation amount on the Authorized Signers form found on the account allocation chart
- 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. Authorized signers can not sign off on their own reimbursement



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.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

- The requisition form can be found at the ASUCR office in the lobby
- A requisition is a payment request, ASUCR can not process anything without it
- 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 as well as direct deposit with account number and routing number



REQUISITION CHECKLIST & ACCEPTABLE REIMBURSEMENTS



Requisition Submission Checklist **REQUIRED**

Food for Meetings: *Limit \$15 per person*

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)
- Original Sign-in sheet with wet/ink signatures (No copies)

Conference, Tournament, Competition: *Limit maximum of \$1,500 total per year*

- A flyer detailing the event with date and location
- List of attendees with student ID numbers
- Original itemized receipts
- Proof of payment with name of purchase (must match payee on requisition)
- Gas receipt with gallon and price per gallon (No prepaid)
- Mileage of the conference from UCR

Cultural Events: *Limit maximum of \$1,500 total per year*

- Original itemized receipt or Event Summary (Invoice) if on campus

Banquet: *Limit \$40 per attendee*

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)
- Original Sign-in sheet with wet/ink signatures (No copies)

Equipment Purchases (relevant to the organization): *Limit \$300 total per year*

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)

Professional Services (Speakers, Instructors, DJs, etc): *Limit \$550 total per year*

Direct payment no reimbursements

- Invoice
- W-9 (Federal Tax ID number)
- Performance Agreement

General Expenses (Office supplies/supplies, marketing, promotional, rentals, and decorations):

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)

Apparel:

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)
- Preview of the apparel with ASUCR logo
- Purchase Order Option - *Progressive Graphics ONLY*
- Quote from Progressive Graphics
- Preview of the apparel with ASUCR logo
(Purchase orders will be sent to Progressive Graphics by ASUCR within 3 business days)

- Meeting Expenses (Food for meetings)
 - Limited to \$15/ member per meeting
 - Original Receipts
 - Original Sign-in sheets of attendees must be submitted along with requestion
 - Meeting 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 is the maximum.
 - Must be on Campus
 - No workshops, entertainment, festivals theme parks or ticketed admissions of any kind will be reimbursed (this does not include registration fees)
- Conferences, Tournaments, and Competitions
 - 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 40 mile radius
 - Maximum of \$40 per person per plate
 - NO ALCOHOL (receipts with them will be entirely disregarded)
- **EXPENSES MUST BE ORG RELATED AND FOR OPERATING PURPOSES**

CONTINUED ACCEPTED REIMBURSEMENT ITEMS

- Apparel
 - Must include a 2x2 ASUCR log 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 PER ITEM
- Speakers/ Professional Services
 - Payment for professional / 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

REQUISITION FORM

REQUISITION ASUCR DATE STAMP

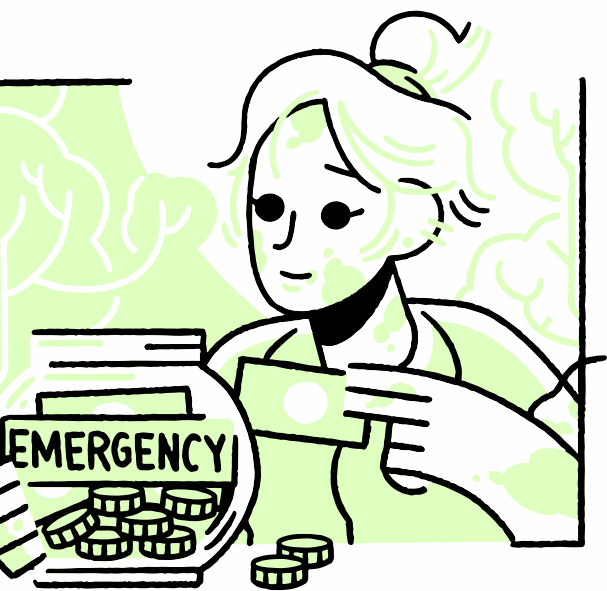
UC RIVERSIDE
Associated Students of UCR
*Requisition Submission Checklist MUST be completed
SEE REVERSE SIDE*

| | | | |
|---|------------------|--|---------------------------|
| ORGANIZATION NAME | | ACCOUNT NUMBER | |
| PAYABLE TO | | DATE REQUESTED | |
| PHONE | E-MAIL | <input type="checkbox"/> Zelle Reimbursement | |
| Student ID# (required for student reimbursements): | | | |
| AUTHORIZED SIGNATURE A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSELVES | | | |
| PRINTED NAME | SIGNATURE | <input type="checkbox"/> PayPal Reimbursement | |
| Explanation (Mandatory): <small>(Who, what, when, where, why)</small> | | | |
| <input type="checkbox"/> Campus Department Recharge | | | |
| BRIEF DESCRIPTION OF ITEMS/SERVICES: <small>Attach original receipt(s) securely with tape on a blank sheet of paper</small> | | <input type="checkbox"/> Progressive Graphics Purchase Order | |
| | QTY | PRICE EACH | LINE TOTAL |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| ASUCR VICE PRESIDENT OF FINANCE SIGNATURE | | LEDGERS <input type="checkbox"/> | Sub Total: |
| Signature | Date | BANK <input type="checkbox"/> | Sales Tax: |
| | | | Shipping/Handling: |
| | | | GRAND TOTAL: |
| | | Confirmation #: | |
| | | Date: | |

- Fill out every single field on the requisition
- All data, including the authorized signature
- Date
- Organization’s Name and account number
- Type of Requisition - paper or electronic purchase order, funds transfer to your bank or FAU
 - 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
 - FAU (Full accounting unit) provides an account number series to campus departments. This usually is done with the HUB scheduling, crate and media services
- Complete address, email and phone number of the person or vendor to whom the requestion is payable
- Descriptive information: who, what (event description or items purchased relevant to the organization), where, when (date/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 payment to a performer? (If so, W-9 must be submitted along with a UCR Performance Agreement, and invoice).

REIMBURSEMENT

- Payments will be made through Zelle, Paypal, or Direct deposit and after the event/services. Payment may take up to 2 weeks.
- 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 **30 Days** old and from a legitimate company
- First Friday of June is the last day to submit any requisitions (June 7th)
- Proof of payment shall be clearly cited on the receipts
- Summer expenses/receipts prior to activation or allocation must be submitted by October 31st, 2023.
- If you have not completed the requisition form correctly or completely, you will be contacted with further instructions



ORIGINAL ITEMIZED RECEIPT

- You will need to attach this on a blank piece of paper when submitting your requisition form
- Only original itemized receipts are accepted
- Do not write on the receipts as they may not be reimbursable



WINNER INTERNATIONAL INC.
1567 Chico Ave
S. El Monte, CA 91733
(828) 578-8108
http://www.winnerparty.com

245288 Cust 8108 Loc Date 09/13/23
Rep DN DR 2 Reg 3 10:48 AM

| Qty | Description | Ext Price |
|------------------------|-----------------------------|--------------|
| ** WORK ORDER 250424** | | |
| (1) | 11" WHITE 100CT #10008 | 12.250 12.25 |
| (1) | 11" METAL SILVER 100CT | 15.500 15.50 |
| (1) | 17" BLACK SOCT #17078 | 15.500 15.50 |
| (2) | 34" MILK CH W/ PINK LETTERS | 3.500 7.00 |
| (1) | 17" PEAR LACE SOCT #17038 | 18.750 18.75 |
| (1) | 5" WHITE SOCT #15008 | 2.500 2.50 |
| (1) | 5" EMPOWER-MN SOCT #15007 | 3.500 3.50 |
| (1) | 11" PEAR LACE 100C #10038 | 15.500 15.50 |
| (1) | 17" PEARL SUGAR SOCT | 18.750 18.75 |
| (1) | 17" METAL SILVER SOCT | 15.500 15.50 |
| (1) | 11" EMPOW/C... 100CT | 12.250 12.25 |
| (1) | 11" PEARL SUGAR 100CT | 15.500 15.50 |
| (1) | 5" TURTELA/H SOCT | 3.750 3.75 |
| (1) | 5" BLACK SOCT #15078 | 3.500 3.50 |
| (1) | 5" PEARL SUGAR SOCT #15037 | 3.750 3.75 |
| (1) | 11" BLACK 100CT #10078 | 12.250 12.25 |
| (1) | 17" WHITE SOCT #17068 | 14.850 14.85 |
| (1) | 5" BURNT ORANGE #15035 | 3.500 3.50 |
| (1) | 17" BURNT ORANGE SOCT | 15.500 15.50 |
| (1) | 17" EMPOWER MINT SOCT | 15.500 15.50 |
| (1) | MEGA SHINE BALLOON SPRAY | 15.000 15.00 |
| SUB-TOTAL: | | 249.70 |
| TAX: | | 25.58 |
| Total: | | 275.29 |
| Total Paid: | | 275.29 |
| | | 0.00 |

VINC 275.29

\$1.59 will be charged, if C/G sales under 140.00
All Sales are final. No return or exchange.
I agree to pay the above amount.
VINC
*** ** 1111
Retail Customer 1212**
1567 Chico Ave
South El Monte, CA 91733
(828) 578-8108



TYPES OF REQUEST ASUCR OFFERS

- Reimbursement
 - This can be requested when an org member has paid an org expense and needs to be reimbursed
- Purchase order (Progressive Graphics ONLY)
 - Must be submitted at least 3 business days in advance
 - To avoid paying out of pocket you must
 - Fill out a requisition form
 - Attach quote and obtain Invoice from vendor within 1 week
 - Option for pick up or email
 - Paper purchase orders will be ready in 3 business days, pick it up at the ASUCR office and bring it to the vendors within a week or it will be voided
 - Return the invoice to the ASUCR office for payment
- Direct payment
 - If ASUCR is paying the vendor directly on the org's behalf you must provide a copy of their W-9, an invoice and a performance agreement
 - The vendor must be registered with zelle / paypal
 - An example would be paying for a Professional Service such as a Speaker or DJ. This must be handled as a direct payment, no reimbursements allowed
 - Payment to the vendor is always issued after the service has been completed and will take up to 2 weeks

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



FINANCE HEARINGS FOR EXCEPTIONS AND GRANTS

- No longer required to attend finance hearings for general allocation
- If attending a finance hearing for exceptions or grants, at least 1 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
- Must sign up no later than 3 days prior to the finance hearing
- Finance hearing will held in HUB 202



DEADLINES

The final day to turn in requisitions for reimbursement is the 1st Friday of June, which is June 7, 2024 for the academic year of 2023-2024.



CONTACT INFORMATION

Email: asucrfinance@ucr.edu

Instagram: [asucrfinance](https://www.instagram.com/asucrfinance)

ASUCR Front Desk: 951-827-3621

LOCATED AT

HUB 202

ASUCR VICE PRESIDENT OF FINANCE



BRANDON HUANG



**THANK YOU
FOR WATCHING**

