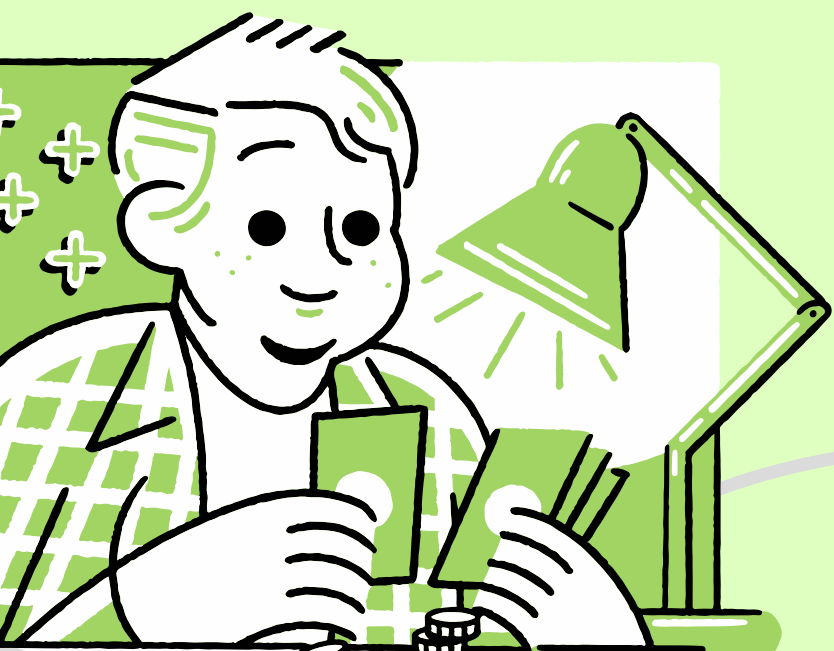


# WHAT ASUCR HAS TO OFFER TO REGISTERED STUDENTS ORGS



# 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**



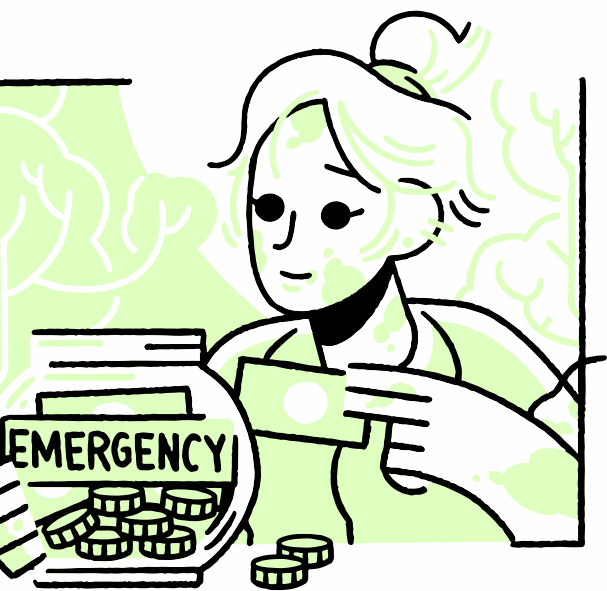
# CONTINUED ACCEPTED REIMBURSEMENT ITEMS

- 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



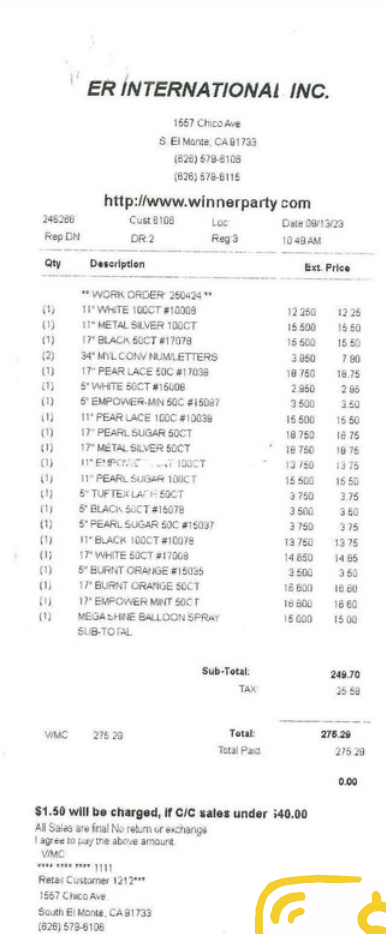
# REIMBURSEMENT

- 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



# 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 member** of your org must attend
- Sign-ups for finance hearings will be accessible through our ASUCR website ([asucr.ucr.edu](http://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](mailto: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



**THANK YOU  
FOR WATCHING**

