## WHAT <u>ASUCR</u> 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** (CONTINUTED)

- 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 past 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 **OFYOUR** 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



- 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

 The requisition form can be found at the ASUCR office in the lobby

## **REQUISITION CHECKLIST & ACCEPTABLE REIMBURSMENTS**



## 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**

- 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)
  - $\circ$  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)
- event
- Banquets
  - Maximum of \$40 per person per plate
  - NO ALCOHOL (receipts with them will be entirely disregarded)
- **PURPOSES**

- 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
  - Must be within 40 mile radius
- EXPENSES MUST BE ORG RELATED AND FOR OPERATING

## **CONTINUED ACCEPTED REIMBURSEMENT ITEMS**

- Apparel
  - $\circ$  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					ASLICT DATE STAMP	
Real	Associated Students of UCR uisition Submission Checklist MUST be comp	pleted					
	SEE REVERSE SIDE	Jiereo					
ORGANIZATION NAME				ACCOUNT NUMBER			
AYABLE TO			DATE REQ	UESTE	0		
PHONE E-MAIL			Zelle Reimbursement				
student ID# (required for studer	it reimbursements):						
	AUTHORIZED SIGNATURE A REQUISITION MADE PAYABLE TO THEMS	SELVES	PayPa	al Reimt	oursement		
			Camp	us Depa	artment Recharge		
PRINTED NAME	SIGNATURE		Progr	essive G	raphics Purchase	Order	
Explanation (Mandatory): Who, what, when, where, why)			FOR DIRECT PAYMENT TO YOUR BANK ACCOUNT PLEASE COMPLETE THE DIRECT DEPOSIT GOOGLE FORM FOUND ON THE ASUCR WEBSITE UNDER FORMS Previously Submitted Bank Information				
BREIF DESCRIPTION OF ITEMS/SERVICE Attach original receipt(s) securely with t				QTY	PRICE EACH	LINE TOTAL	
ASUCR VICE PRESID	ENT OF FINANCE SIGNATURE	LEDGER	s		Sub Total:		
		LEDGER	5		Sales Tax:		
					Shipping/Handling:		
Signature	Date	BANK			GRAND TOTAL:		

- Date
- your bank or FAU
  - purchase orders
  - crate and media services
- whom the requestion is payable

• Fill out every single field on the requisition • All data, including the authorized signature

• Organization's Name and account number

• Type of Requisition - paper or electronic purchase order, funds transfer to

• 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

• FAU (Full accounting unit) provides an account number series to campus departments. This usually is done with the HUB scheduling,

• Complete address, email and phone number of the person or vendor to

• 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

## ER INTERNATIONAL INC.

## 1557 Chico Ave

El Monte, CA 91

## (626) 579-6115

WINNER PAR tiss/cnik 5-ti-bindit (* 6-to-5-5) Weit OP/11/202	91713 2917
Sub Total: Total:	\$275.29 \$275.29
PURC APPENDIU Ion JOIREINITIN Card Directions Inter Mode, Contact Distant Not contact and Astronom With Rebook/I	UpperCNED11 UpperCNED11

## THANK YOU

246286 Cust 8108 Loc Rep DN DR:2 Reg 3				Date 09/13/23 10 49 AM	
Qty	Description			Ext. Price	
	* WORK ORDER 2504				
(1)	11" WHITE 100CT #1000	-		12 258	12 25
(1)	11" METAL SILVER 100C			15.500	15.50
(1)	17" BLACK 50CT #17078			15 500	15 50
(2)	34" MYLCONV NUMLET			3.950	7 90
(1)	17" PEAR LACE 50C #17	038		18 750	18.75
(1)	5" WHITE 50CT #15008			2.950	2 85
(1)	5' EMPOWER-MIN 58C #			3 500	3.60
(1)	11" PEAR LACE 100C #1			15 500	15 50
(1)	17" PEARL SUGAR 50CT			18 750	18 75
(1)	17" METAL SILVER 50CT			18 750	18 75
(1)	11" EMPONIE" LINE 100		-	13 750	13 75
10	11" PEARL SUBAR 180C	τ		15 500	15 50
12	5" TUFTER LACE 50CT			3 750	3.75
1)	5" BLACK 50CT #15078			3 500	3 50
(1)	5" PEARL SUGAR 50C #1	5037		3 760	375
(1)	11" BLACK 100CT #10078	1		13.750	13 75
10	17* WHITE 50CT #17068			14 850	14.65
(1)	5" BURNT ORANGE #150			3.500	3 50
10	17" BURNT ORANGE 500	T		16 600	16.60
10	17º EMPOWER MINT 500	Г		16 800	16 60
1)	MEGASHINE BALLOON S	PRAY		15 000	15 00
	SUB-TO FAL				
		Sub Tatal			

	Sup-lotal:			
	TAX			
276 29	Total			
210 28	Total Paid			

## \$1.50 will be charged, if C/C sales under \$40.00

Aar Gaines are main to return of e l'agree to pay the above amoun VMC Retai Customer 1212\*\*\* 1557 Chico Ave. South El Monte, CA 91733



## **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 **EXPCEPTIONS 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
- website (asucr.ucr.edu). It is on a first come first served basis
- Sign-ups for finance hearings will be accessible through our ASUCR 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 ASUCR Front Desk: 951-827-3621

## **LOCATED AT** HUB 202

## ASUCR VICE PRESIDENT OF FINANCE

## **BRANDON HUANG**

## THANK YOU FOR WATCHING



