



USG Tempe

Appropriations

Funding Information

Funding Deadlines - Fall 2023

- **Opened July 1st, 2023**
- **Fall 2023 Deadlines**
 - **Event - November 3rd**
 - **General and Operations - September 29th**
 - **Start-up - November 3rd**
- **All Funding paperwork due by November 9th, 2023**

Funding Deadlines - Spring 2024

- **Open December 11th, 2023**
- **Spring 2024 Deadlines**
 - **Event - March 29th**
 - **General and Operations - February 8th**
 - **Start-up - March 29th**
- **All Funding paperwork due by April 12th, 2024**

Student Organization Funding Training



Associated Students of Arizona State
University- Training 2023-2024

Funding Guidelines

- **All funding requests are due:**
 - 6 Weeks in advance for guest speakers, artists, performers or individual/group travel requests
 - 4 Weeks in advance for all event funding
 - Requests are due 24 hours prior to the Appropriations committee meeting or time designated by team
 - Requests over \$5000 must be submitted six weeks in advance from event.
- **Check comments in SunDevilSync and check your ASU email for communication regarding your request**

Funding Guidelines

Budget Request

- First Step when requesting funding
- Created in SunDevilSync



Purchase Request

- Only submit if Budget Request was approved
- Must be initiated by student group on SunDevilSync

Funding Guidelines



Operational and General Club Funding



Startup Club Funding



Events Funding

Fall 2023

- Funding opens July 1
- All paperwork (Purchase Request) due last day of class

Spring 2024

- Funding opens December 11
- All paperwork (Purchase Request) due last day of class

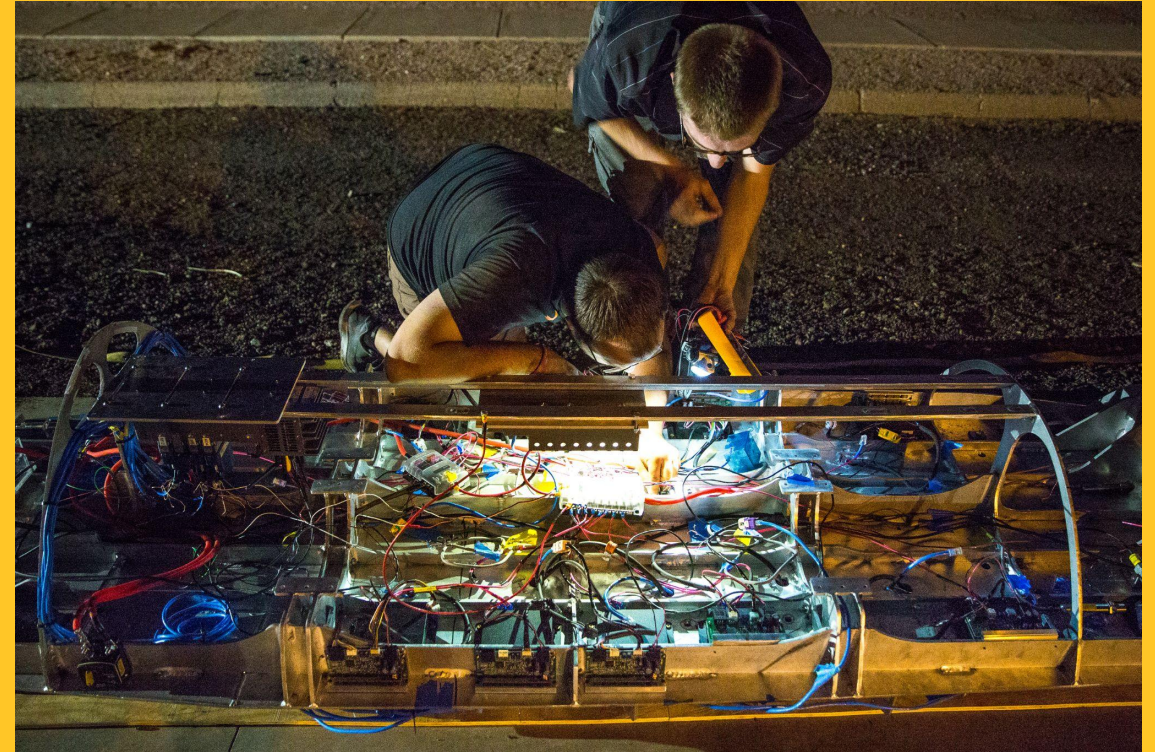
Funding Process

Operational and General Club Funding

Fall Deadline: September 29

What can you include?

- Durable marketing items
- Giveaway items
- Shirts / apparel
- Name tags
- General Club meetings



Funding Process

Startup Club Funding

Fall Deadline: November 3

***YOU CANNOT APPLY FOR
GENERAL/OPERATIONAL FUNDING &
START UP FUNDING.***

What can you include?

- Marketing items
- Giveaway items
- Shirts / apparel
- Name tags



Funding Process

Event Funding

Fall Deadline: November 3

Request must be submitted 4 weeks in advance, 6 weeks for more complex requests

What can you include?

- Apparel
- Marketing and promotional items
- Equipment rental
- Event supplies
- Food
- Guest speakers or performers
- Permit and registration fees



Appropriations Committee Budget

Request Process



The screenshot displays the SunDevil Sync website interface. At the top left, there is a navigation bar with a red circular logo and the text "Women in Science & Engineering". Below this is a blue "Home" button. A vertical sidebar on the left, titled "Organization Tools", lists various options: Roster, About, Events, News, Gallery, Documents, Forms, Elections, and Finance. The "Finance" option is circled in yellow. A large yellow arrow points from the "Finance" option to the main content area. In the main content area, the "SunDevil Sync" logo is at the top, followed by a hamburger menu icon (three horizontal lines) circled in yellow, and the text "Women in Science & Engineering". Below this is a circular logo with "WISE" inside, and the text "Women in Science & Engineering" and "Primary Contact: Shannon McBreen". At the bottom left, there is a gear icon and the text "Action Center Home". At the bottom right, there are links for "Privacy", "Support", and "Marketing Kit".

Go to SunDevilSync on the Manage page and select your club under “My Memberships”.

Click the hamburger tab and select “Finance”

Purchase Requests

ACCOUNTS CREATE REQUEST ▾

- Create Budget Request
- Create Purchase Request



In the finance tab, click on “Create Request” then select “Create Budget Request”

No Requests match the search or filter criteria.

Process: **Downtown Undergraduate Event Funding Request**

Available from 7/1/21 12:00 AM to 11/5/21 12:00 AM
Funding request form for campus events on the Downtown campus.

Fall Funding closes November 5th
**Any events with contracts or speakers are due 6 weeks or more out from time of event

Budget: [Event Budget Breakdown](#)

Process: **Graduate Student Organization (GSO) Funding**

Funding request form for events taking place for the graduate student population.

Graduate Student Organizations (GSOs) may apply for GPSA funding to support ASU events. Applications are limited to \$2,000 per event, and may include requests for funding for several events (up to \$2,000 each) up to 3 but no later than 1 month in advance.

Budget: [Event Budget Breakdown](#)

Process: **Polytechnic Club Operation and General Funding**

Available from 7/1/21 12:00 AM to 9/30/21 12:00 AM
Funding request form for internal club operations such as recruitment, tabling items, and club meetings on the Polytechnic campus.

Fall Operations funding closes September 30th

Budget: [Club Operation Funding - Poly](#)

General and Club Operation Funding is funding to aid student organizations with their internal expenses. Separate forms for travel and for events have been created to better track and allocate funding. Please select the form for the campus that your student organization is affiliated with. Selecting the wrong campus/government location may result in delay or denial of funds.

Process: **Polytechnic Club Start-up Funding**

Available from 7/1/21 12:00 AM to 11/5/21 12:00 AM
Funding request form for internal club operations such as recruitment, tabling items, and club meetings on the Polytechnic campus for Clubs in first year.

Fall Funding closes November 5th

Budget: [Club Start-up Funding](#)

Club Operation Funding is funding to aid student organizations with their internal expenses. Separate forms for travel and for events have been created to better track and allocate funding. Please select the form for the campus that your student organization is affiliated with. Selecting the wrong campus/government location may result in delay or denial of funds.

Process: **Polytechnic Undergraduate Event Funding Request**

Available from 7/1/21 12:00 AM to 11/5/21 12:00 AM

Be sure to select one of the Funding processes on your campus

New Request: Polytechnic Club Operation and General Funding

Budget: Club Operation Funding - Poly

REQUEST

* Request Title (Required Field)

Description



CANCEL

← PREVIOUS

NEXT →

Write your public purpose statement here. Describe how the event will benefit the ASU student community.

Public Purpose



How to Write a Public Purpose

FIN 119: Public Purposed Served (<https://www.asu.edu/aad/manuals/fin/fin119.html>)

Description of a Public Purpose: A public purpose is the reason taxpayers allow you to spend their money. It is not an explanation of what was purchased, and it is not a description of an event Think of it as a 2-3 sentence argument for what you used this money for and how it benefited your department, club and the ASU community.

Words to use when writing a public purpose:

- Retention
- Education
- Security
- Civic engagement
- Community outreach
- Professional development
- Event planning
- Community building
- Participation Incentives
- Tokens of Appreciation
- Event Supplies

Ideal Phrases to Use:

- Encourage participation
- Promote civic engagement
- Community outreach
- Facilitate communication
- Show appreciation
- Support academic excellence
- Foster a bond between members
- Persistence to graduation
- Encourage participation

Include:

- What you purchased
- What the purchased item was used for (meeting, event, advertisement, etc.)
- How this will benefit your department or club
- How this item will benefit other students and the ASU community

Do NOT include:

- Only a list of goods purchased
- Only a description of the event
- Only a list of participant names
- The words "gift", "donation", "prize", "decoration"

Example 1

Payment for: conference travel

Unacceptable Public Purpose: To have a good time while learning about leadership

Acceptable Public Purpose: In order to promote professional development, one staff member and ten students attended the National Association of Leadership conference. Over the course of one weekend, the attendees learned the valuable leadership strategies that will help them run our organization more effectively. In addition, they attended interactive workshops that taught them how to plan campus-wide events that will promote leadership to all students on campus.

Example 2

Payment for: honorary plaque for a speaker

Unacceptable Public Purpose: This plaque is going to be gift for a speaker at our club meeting.

Acceptable Public purpose: Lady Gaga attended our weekly general meeting to inform our members about her recent efforts to go green and ways that our organization can improve our currents endeavors to increase sustainability. In order to show appreciation, our president presented Lady Gaga with an honorably plaque.

Example 3

Payment for: food for general meeting

Unacceptable Public Purpose: Since our meeting is at a dinner time and the members get hungry, we ordered pizza for our general meeting.

Acceptable Public Purpose: In order to promote attendance and attract new members, our organization ordered two pizzas. After eating, our members were significantly more enthused as we planned our spring event, Make a Difference, to promote civic engagement and fun.

Example 4

Payment for: Posters and flyers to advertise event

Unacceptable Public Purpose: These posters and flyers will raise awareness for our event.

Acceptable Public Purpose: These posters and flyers were posted around campus in order to raise awareness for our event, Spring Welcome Mixer, and promote student involvement on the ASU Tempe community. With ice-breakers and various fun activities, the event promoted comradery and fostered relationships between out of state students.

Example 5

Payment for: Copies

Unacceptable Public Purpose: These agendas were passed out at the meeting so members knew what was going on and could read the action items addressed during the meeting.

Acceptable Public Purpose: These agendas were distributed to all of the Board members in order to facilitate communication and organization derigs our general meeting. At this meeting, our organization planned our upcoming community outreach activity, Devils our Way, which will promote acceptance of diversity on campus.

Continue filling out all the required fields.

REQUEST **ADDITIONAL INFORMATION** BUDGET

Event Name

Club Contact Information

All funding requests must be submitted 24 hours in advance of the appropriations meeting. Any late requests will be considered the following week. Please type I AGREE in the box below.

*** Submitting Officer Information**

* Submitting Officer Name

* Submitting Officer ASU Email Address

* Submitting Officer Phone Number

*** ASASU Review**
Please indicate which branch of the ASU student government you are submitting this application to:

- USG Downtown
- USG Polytechnic
- USG Tempe
- USG West
- Graduate Student Organization Funding

Special Event Registry Consideration

* Will your event include any of the following? Please check all that apply

- More than 100 guests are expected
- The event is open to the general public
- Food will be served
- Alcohol will be served
- Media will be present
- Event set-up includes: tents, canopies, platforms, inflatables, carnival rides, barricades or fencing
- The event includes safety concerns, such as: hazardous materials, fireworks/pyrotechnics, electrical generators, cooking (including food trucks), other safety concerns
- The event programming includes controversial topics (media might cover it, protesters might attend, security may be needed)
- VIPs, elected officials, donors, anyone who travels with a security detail, or dignitaries will be invited to the event
- None of the above apply to this event

At this time ALL in person on campus events are required to complete the [special events registry](#) for your event to be reviewed by a team.

Special event registry forms must be completed at least 30 days in advance

Request: Polytechnic Club Operation and General Funding

Budget: Club Operation Funding - Poly

REQUEST

ADDITIONAL INFORMATION

BUDGET

Title

Requested Total \$0.00

Reviewer Adjusted Total \$0.00

Sections (1)	# of Line Items (0)	Amount
Polytechnic COF	0	\$0.00

Budget Section:

Polytechnic COF

Select for clubs and organizations that are registered with the Polytechnic location. Please include detailed information and supporting documents.

[+ ADD ITEM](#)

[+ ANOTHER "POLYTECHNIC COF" SECTION](#)

[FINISH LATER](#)

[← PREVIOUS](#)

[SUBMIT](#)

Click "add item" to select a line item such as apparel or food.

Write the vendor in the “Name” field.
Create a new line item for each vendor.

The description should detail each item
you are order and the quantity

The cost should reflect the total of all
items listed in the description. The quantity
should be set to 1.

Upload your quotes. Be sure the quote
includes the vendor name, list of items to
be purchased, and the total cost including
tax and shipping.

New Line Item

* Line Item Category (Required Field)

Apparel (Expense) ▾

Apparel funding may only be used with approved vendors

* Name (Required Field)

Anton Sport

Description

(20) T-shirts
(10) socks

* Quantity

1

X

* Cost

\$ 150

=

Total

\$150.00

Upload Support Document (10MB max)

Choose File No file chosen

CANCEL

SAVE

Requested Total		\$35.00
Reviewer Adjusted Total		\$35.00

Sections (1)	# of Line Items (2)	Amount
Event Costs	2	\$35.00

Budget Section:

Event Costs

Please provide a breakdown of your total requested budget, by line item. Each line item should inclusive of any tax, shipping, production costs, or any other cost associated with that particular expense. For example: If you are ordering campus catering you should list: Catering (Nacho Bar and drinks for 35 people) and the TOTAL amount. Please DO NOT list out items separately such as: chips, salsa, guacamole, lemonade, etc. with individual prices OR If you are ordering t-shirts, please write T-Shirts and the quantity, along with the total cost. DO NOT separately list the set-up fee or taxes. Please factor in tax, production, shipping, and all other variable costs into each line item.

1. Frys <input checked="" type="checkbox"/>	Food	1 x \$15.00	\$15.00
2. Starbucks <input checked="" type="checkbox"/>	Food	1 x \$20.00	\$20.00

Remaining:

Before Submitting

- Check to make sure your totals are correct
- Make sure the event costs are separated by vendor and all quotes are attached
- Include shipping and tax in your total. The best way to account for it is to put everything in your shopping cart and continue to “check out”
- If everything looks correct go ahead and submit

Budget Request Outcomes



The Appropriations Committee or Senate will review all submitted requests and communicate the outcome to you.

Possible outcomes

- Fully Approved
- Returned for Resubmission
- Denied

To initiate the purchase on SunDevilSync, the purchase request must be submitted within **one week** from the Appropriations Committee or Senate approval date. Unless due to other circumstances such as after the event for Business Meal Plan or Reimbursement.

Purchase Request Reminders

Purchase Request

Submit documents minimum of 2 weeks in advance (4 weeks for purchases over \$4,000)

Ensure all correct documents are attached

Purchases are made based on purchase request not budget request

P-Card Appointment

Work with the Business Office to check out the P-Card. **Requests to use the P-Card must be submitted at least 1 week before the day you intend to use it.**

P-Cards are checked out for limited time.

Remember to get an itemized receipt. Get separate receipts for food and non-food items

Delegation to Use P-Card form must be completed

Vendors

Vendors MUST be registered in **FMS** to be paid by ASU

Takes up to 4-6 weeks to be paid

ASU cannot pay for services in advance

Students do not have signature authority.

DO NOT SIGN any contracts with vendors.

If you have any questions please contact your business office.

Food and Beverage Approval



Other food vendors can be used in spaces that are not managed by Aramark.

All outside vendors providing food and/or beverage must be approved prior to the event taking place and must have a current license or permit to operate in their jurisdiction.

Additionally, all vendors must be free of any legal/enforcement actions and must show sufficient food safety efforts on recent comprehensive Routine Inspections.

Approval will come from one of two types of outside food vendor reviews and approval processes: **Ready to Eat (RTE)** and **Onsite Preparation**.

A SCREENSHOT OF AN APPROVAL FOR A FOOD VENDOR MUST BE INCLUDED IN THE BUDGET REQUEST

Only ASU Catering Services and Food Vendors in the MU do NOT require approval

Type 1 - Ready to Eat (RTE)

Ready to Eat” (RTE) refers to any type of food that is edible without additional preparation and there is no onsite food preparation prior to consumption. Common examples of “Ready to Eat” food/beverage items include pizza, sub sandwiches, etc. that are dropped off or picked up and brought to an event at the planned time of consumption.

For RTE requests, all ASU student organizations, offices and departments must:

- Complete an application for a Food Exception Request (found [here](#))
AND
- Confirm that an outside food vendor has a current permit to operate and a sufficient recent food safety history. |*This information can be found [here](#). Search the name and/or address of the food vendor you wish to utilize then check if there is more than 1 violation. If that specific address is not available try another. Ensure that it meets requirements*|.

Type 2 - On site Food Preparation

Common examples of “open food” preparation include mobile food trucks/units, and onsite food catering where a food vendor is physically present and open foods are cooked, sliced, temperature controlled (via; hot or cold holding), plated/served, etc. onsite at an event.

When the person(s) planning and hosting the event determines there will be “open-food” preparation at the event, they must:

- Submit an application for a Temporary Food Establishment Permit. (found [here](#)).
- Additionally, obtain a **Certificate of Insurance** and share with the department overseeing the venue in which the food is being prepared. Insurance requirements and examples can be found within [Business and Finance](#)

****There will be an \$85 fee for this process****



Contact Information

Appropriations Committee Chairmen:

- Patrick Jackson - pjjacks4@asu.edu
- Paris Marshall - pmmarsha@asu.edu
- Trevor Catlin - tcatlin1@asu.edu