

How to Request Money

Overall, a 9-day process to gain access to funding. Try to plan 3-4 weeks in advance of the event.

1. Forms

1. Go to the Financial Affairs office, 156 Memorial Union, talk to the AVPFA, Pam Rideout. She will give you the necessary forms (additional funding, white, or office budget, green) to fill out. She can explain any questions you may have. If you wish to print and fill out a form instead, you may access one of the forms here, [Additional Funding Request](#). If you wish to fill out a form for events that involve traveling, please fill out this form, [Additional Funding Request With Travel](#)
2. If your organization needs funding for equipment related to the organization's activities, please fill out the Equipment Rental Agreement and attach it to your additional funding request. You may access this form here, [Equipment Rental Agreement](#).
3. This paperwork must be returned to Paige Allen, Room 153 Memorial Union, Vice President for Financial Affairs by Friday at 12:00 pm (noon) to be considered by EBC on Monday and Senate on Tuesday.

2. EBC

1. EBC meetings are held Mondays at 5:00 pm in the Wade Center in the Memorial Union and must be attended by the President, Treasurer, or a member who is extremely involved in the event.
2. Depending on the night, your club's meeting with EBC may not start until later. Please ask VPFA, Paige Allen, what number your club is on the list.
3. Here you will be questioned about your event and it is your best opportunity to explain anything to do with the event and or budget. Please come prepared with both knowledge about your club and the funding request.
4. A senator may amend the resolution for any reason to change the dollar amount or line item during EBC.
5. An email will be sent to you that night discussing EBC's recommendation and the next steps in the funding process. Any questions about the decision should be directed to VPFA, Paige Allen.

3. Senate



1. For any recommendation that is \$1,000 or more, a club representative must attend the Senate meeting the Tuesday at 6:00 pm following EBC. If no representative shows up, the request will be tabled until the next meeting.
 2. For amounts under \$1,000, no representative is required unless a change to the recommendation is warranted.
 3. A senator may amend the resolution for any reason to change the dollar amount or line item during the senate meeting.
4. Cabinet
1. This committee has the final say on all resolutions. They can veto (reject funding and send it back to the Senate) or pass it.
 2. Club representatives do not attend.
 3. Meetings are held the Wednesday after Senate meetings. VPFA Paige Allen will send you an email after cabinet to let you know if your request has been approved.
5. Check Requests
1. Once your request passes cabinet, you can request a check or transfer of funds to your UCU account the next day after 12:00 pm, from the AVPFA, Pam Rideout, in room 156, the same office where you picked up a funding request form.
 2. We can either pay a supplier directly, with an invoice or reimburse a club member with appropriate receipts.
 3. Original receipts **MUST** be turned in to the VPFA no later than 15 days after the event has concluded.
 4. Expenses will only be reimbursed for approved items.
 5. Clubs holding office campus events or traveling must return to a Senate meeting to do a presentation about the experience.

