



# Student Organization Funding Regulations


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*2024 - 2025*

## Finance Board Review:

Yea: 2	Nay: 0	Abstain: 0
Finance Director: 		

## Legislative Treasurers Review:

Assembly Treasurer: <i>Sanjot Singh</i>
Senate Treasurer: 

## TABLE OF CONTENTS

<b>ARTICLE I: APPLICABILITY</b>	<b>3</b>
<b>SECTION 1: DISCLAIMERS</b>	<b>3</b>
<b>SECTION 2: ELIGIBILITY</b>	<b>3</b>
<b>ARTICLE II: RESTRICTED EXPENSES</b>	<b>4</b>
<b>SECTION 1: UNIVERSITY POLICY AND STATE CODE RESTRICTIONS</b>	<b>4</b>
<b>SECTION 2: ADDITIONAL RESTRICTIONS</b>	<b>5</b>
<b>SECTION 3: APPROVED MAXIMUMS</b>	<b>6</b>
<b>ARTICLE III: INITIATING BUDGET REQUESTS</b>	<b>6</b>
<b>SECTION 1: FOR REGISTERED AND AFFILIATED STUDENT ORGANIZATIONS</b>	<b>6</b>
<b>SECTION 2: FOR SPONSORED ORGANIZATIONS</b>	<b>7</b>
<b>SECTION 3: FOR RECOGNIZED STUDENT GOVERNMENTS</b>	<b>7</b>
<b>ARTICLE IV: ALLOCATION WORKFLOW</b>	<b>8</b>
<b>SECTION 1: FOR ASSEMBLY</b>	<b>8</b>
<b>SECTION 2: FOR SENATE</b>	<b>9</b>
<b>ARTICLE V: INITIATING REIMBURSEMENTS</b>	<b>10</b>
<b>SECTION 1: FOR REGISTERED AND AFFILIATED STUDENT ORGANIZATIONS</b>	<b>10</b>
<b>SECTION 2: FOR SPONSORED STUDENT ORGANIZATIONS</b>	<b>11</b>
<b>SECTION 3: FOR RECOGNIZED STUDENT GOVERNMENTS</b>	<b>11</b>
<b>SECTION 4: DOCUMENTATION REQUIREMENTS</b>	<b>12</b>
<b>ARTICLE VI: REIMBURSEMENT WORKFLOW</b>	<b>12</b>
<b>SECTION 1: FOR REGISTERED AND SPONSORED STUDENT ORGANIZATIONS</b>	<b>12</b>
<b>SECTION 2: FOR SPONSORED STUDENT ORGANIZATIONS AND RECOGNIZED STUDENT GOVERNMENTS</b>	<b>13</b>

## Article I: Applicability

### Section 1: *Disclaimers*

1. Redbook Bylaws (Article IV, Section 1, Clause 2) authorises the Student Organization Funding Regulations to serve as a legal extension of the Redbook Bylaws.
2. The SOF Regulations are only applicable to select types of Student Organizations applying for funding through the ASUU Assembly and Senate contingency funds.
3. The SOF Regulations aim to:
  - a. List clearly the expenses barred from reimbursement by the University of Utah policy and the Utah State Code.
  - b. Establish further restrictions and guidelines governing the above-mentioned funding processes.
  - c. Provide adequate instruction to Student Organizations interested in gaining ASUU Assembly or Senate Funding.
4. All Student Organizations seeking funding assume full financial responsibility for all expenses they may incur.
  - a. ASUU does not guarantee successful reimbursement even with approved allocation.
  - b. ASUU will not be financially liable for any expenses it chooses not to reimburse.

### Section 2: *Eligibility*

1. Student Organizations may request ASUU Assembly and Senate funding only for expenses relating to an event, or a series of events, arranged for the benefit of the students at the University of Utah.
  - a. Events must occur within 50 miles of the University to remain eligible for funding.
  - b. Events must occur before 26<sup>th</sup> May, 2025 to remain eligible for funding.
  - c. Events occurring between July 1st, 2024, and May 26th, 2025 can seek budget allocation during any cycle throughout the year.
  - d. Event-related expenses become eligible for reimbursement only after its date of occurrence.
  - e. All budget requests for Fall and Spring Semester Cycles must be submitted by a deadline indicated by the SLI in emails to all student organizations.

2. Only Student Organizations classified as either Registered, Affiliated, or Sponsored may receive funding through the Assembly contingency. Determination of such will be in accordance with University Rule 6-401A, paraphrased as follows:
  - a. Registered Student Organizations: Student Organization recognised by the Student Leadership and Involvement (SLI) that receive minimal support or supervision from the University.
  - b. Affiliated Student Organizations: Student Organizations routinely contributing to the University's mission and culture while carrying official University affiliation but lacking direct oversight of day-to-day activities.
  - c. Sponsored Student Organizations: Student Organizations considered integral to the University's mission and culture and whose operations receive direct supervision and guidance by a sponsoring University department.
3. Only Student Organizations classified as Recognized Student Governments may receive funding through the Senate Contingency. Determination of such will be in accordance with the Senate Registry of Recognized Student Governments.
4. Expenses remain eligible for reimbursement only if Student Organizations use appropriate purchasing resources in accordance with their classification, as prescribed by the SOF Regulations, Article III.
  - a. Methods of payment must generate adequate documentation in accordance with the SOF Regulations, Article V, Section 4 to retain reimbursement eligibility.
  - b. **Expenses paid for using cash, Venmo, or any other payment apps fail to fulfil these documentation requirements and hence become ineligible for reimbursement.**
5. All Student Organizations can issue a single budget request per semester, amounting to a total of 2 per fiscal year.

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## Article II: Restricted Expenses

### **Section 1: *University Policy and State Code Restrictions***

1. The following are the expenses barred by University Policy and State Code from reimbursement through the above-mentioned funding processes:

- a) Alcoholic Beverages
- b) Firearms
- c) Narcotics and drugs
- d) Gambling (includes “raffles”)
- e) Tobacco
- f) Non-standard furnishing
- g) Vehicles
- h) Printing/mailing technology
- i) Construction work
- j) Residential/commercial grade refrigerators
- k) Software and IT resources (includes iPads, laptops, etc.)
- l) Donations to Organizations
- m) Imported Items
- n) Radioactive materials
- o) Live animals
- p) Compressed gasses
- q) Advertising paid positions
- r) FDA-determined Medical Devices (includes masks)
- s) Items carrying University of Utah trademarked logos
- t) Vending machines
- u) Gift cards
- v) Property leases
- w) Compensation for Research participants
- x) Professional services beyond \$10,000
- y) Personal compensation
- z) Sales tax
- aa) Rentals or purchases of inflatables

## **Section 2: *Additional Restrictions***

1. The following are expenses barred from reimbursement by the SOF Regulations:
  - a. Items with intention of resale
  - b. Raw materials with intention of selling finished products
  - c. Items whose singular units cost more than \$300

- d. Tuition fees
- e. Activities receiving course credit
- f. Academic, editorial, literary, or artistic publications
- g. Intramural and NCAA teams or competitors
- h. Articles listing names of individuals
- i. Costs incurred by Student Organizations sponsored by the College of Fine Arts
- j. Campaigns for political office
- k. Cash awards and cash gifts
- l. All modes of transportation
- m. Costs for hosting events outside a 50-mile radius from the University of Utah
- n. All expenses student Organization expenses beyond \$9000 in a fiscal year

### **Section 3: *Approved Maximums***

1. The SOF Regulations will set a formal maximum for total reimbursable expenditure for student organizations.
  - a. All Student Organizations must abide by the maximums thus set.
  - b. Relevant legislative bodies may approve budget requests proposing to exceed the prescribed formal maximums by a 3/4<sup>th</sup> supermajority vote.
2. The formal maximum for total expenditure is as follows:
  - a. \$4000 per fiscal year
3. No Student Organization, under any circumstances, may request more than \$9000 in the fiscal year.

## **Article III: Initiating Budget Requests**

### **Section 1: *For Registered and Affiliated Student Organizations***

1. Registered and Affiliated Student Organizations are eligible to receive budget allocation from the Assembly contingency.
2. Organizations must first initiate a budget request through their Organization's Campus Connect account.
3. For an expense to remain eligible for reimbursement, Organizations must pay, or plan to pay, using personal bank accounts not affiliated with the University.
4. The budget request thus initiated must carry the following information:

- a. Name and description of the request.
- b. Acknowledgement of the provided legal affidavit.
- c. Organization classification (“Registered/Affiliated Student Organization”).
- d. The full name, University ID number, and phone number of 3 officers of the Organization, registered as such on Campus Connect.
- e. The name and date of events in the current semester.
- f. Specification of the items purchased alongside their numeric quantity, cost, and descriptions of purpose.

## **Section 2: *For Sponsored Organizations***

1. Sponsored Student Organizations are eligible to receive budget allocation from the Assembly Contingency
2. Organizations must first initiate a budget request through their Organization’s Campus Connect account.
3. For an expense to remain eligible for reimbursement, Organizations must pay, or plan to pay, using the resources of their sponsoring University Department.
4. The budget request thus initiated must carry the following information:
  - a. Name and description of the request.
  - b. Acknowledgement of the legal affidavit.
  - c. Organization Classification (“Sponsored Student Organization.”)
  - d. The full name, University ID, and phone numbers of 3 officers of the Organization, registered as such on Campus Connect.
  - e. Name and date of the events in the current semester.
  - f. Full name, University email address, and phone number of the Organization’s Faculty Advisor.
  - g. Name of the paying department
  - h. Specification of the items purchased alongside their numeric quantity, cost, and descriptions of its purpose.

## **Section 3: *For Recognized Student Governments***

1. Recognized Student Governments are eligible to receive budget allocation from the Senate Contingency
2. Recognized Student Governments must first initiate a budget request through their Organization’s Campus Connect account.

3. For an expense to remain eligible for reimbursement, the Recognized Student Governments must pay or plan to pay, using resources of their specific University College.
  4. The budget request thus initiated must carry the following information:
    - a. Name and description of the request.
    - b. Acknowledgement of legal affidavit.
    - c. Organization Classification (“Recognized Student Government.”)
    - d. University ID and phone number of the College Senator
    - e. Name and date of the events in the current semester.
    - f. Name, University email, and phone number of the Recognized Student Government Faculty Advisor.
    - g. Name of the paying department.
    - h. Specification of the items purchased alongside their numeric quantity, cost, and descriptions of its purpose.
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## Article IV: Allocation Workflow

### **Section 1: *For Assembly***

1. Submitted budget requests are added to the Assembly docket based on its date of submission.
  - a. The Assembly schedule, available at the ASUU website, prescribes the deadlines for budget request submission for all Assembly cycles in the current fiscal year.
  - b. Link to schedule: <https://www.asuu.utah.edu/legislative-assembly/>
2. The Rules Committee reviews the request for compliance with the SOF Regulations.
  - a. Should the request prove compliant, it is assigned an Assembly representative, moving the request to the next step.
  - b. If the request does not prove compliant, it is either corrected and moved forward, or denied consideration entirely.
3. After being assigned a request, the Assembly representative will contact the respective Organization leaders for drafting it into funding legislation.
  - a. Organization leaders are encouraged to reach out and maintain regular contact with their assigned Assembly representative to ensure the best possible legislation for their budget request.



- b. Should their Assembly representative prove unresponsive, the Organization leaders are encouraged to reach out to the Assembly Chair.
4. The request is further processed by the relevant Assembly Subcommittee.
  - a. After evaluating the legislation, the Subcommittee denies, corrects, or passes the request forward to the next step.
5. The drafted funding legislation is then considered by the General Assembly.
  - a. After evaluating the legislation, the General Assembly either rejects, corrects, or passes the legislation.
6. Lastly, the Student Body President reviews the request passed by the Assembly.
  - a. After evaluating its merits, the president either vetoes or passes it.
  - b. The General Assembly may overturn a presidential veto through gaining a 2/3<sup>rd</sup> supermajority of votes in favour, thus passing the legislation regardless.
7. Budget requests successfully passing all the above procedures are allocated the funds requested and the Organization becomes eligible to apply for reimbursement.

## Section 2: *For Senate*

1. Submitted budget requests are added to the Senate docket based on its date of submission.
  - a. The Senate schedule, available at the ASUU website, prescribes the deadlines for budget request submissions for all Senate cycles in the current fiscal year.
  - b. Link to schedule: <https://www.asuu.utah.edu/legislative-senate/>
2. The first Senate institution that reviews the budget request is the Executive Committee.
  - a. The Executive Committee reviews the request for compliance with the SOF Regulations.
  - b. Should the request prove compliant, it is converted into legislation and forwarded to the next step.
  - c. If the request does not prove compliant, it is either corrected and moved forward, or denied consideration entirely.
3. The second Senate Institution that reviews the budget request is the General Senate.
  - a. After evaluating the merits of the request, the General Senate either denies, corrects, or passes the respective legislation.
4. Lastly, the Student Body President reviews the request passed by the Senate.
  - a. After evaluating its merits, the president either vetoes or passes it.
  - b. The General Senate may overturn a presidential veto through gaining a 2/3<sup>rd</sup> supermajority of votes in favour, thus passing the legislation regardless.

5. Budget requests successfully passing all the above procedures are allocated the funds requested and the Organization becomes eligible to apply for reimbursement.

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## Article V: Initiating Reimbursements

### **Section 1: *For Registered and Affiliated Student Organizations***

1. Organization leaders may submit a reimbursement request by replying to the Budget Approval Email sent by the ASUU Office of Budget and Finance (asuufunding@utah.edu).
  - a. The deadline for issuing a reimbursement request form for a given allocation is 45 days after the official budget request approval.
  - b. If an event has not taken place by the time of its request approval, the deadline for submitting a reimbursement request shifts to 45 days after the event.
  - c. The allocation approval email, sent to the 3 Organization officers listed on the original budget request, will clearly indicate this deadline.
2. A reimbursement request may be asked to contain the following information:
  - a. The name, address, and UID of the individual for whom the reimbursement is being processed. If someone other than the requester made the purchase, please provide their information instead.
  - b. Organization designation (Registered/Affiliated.)
  - c. Organization name and the six-digit budget request ID.
  - d. PDF copies of documents containing proofs of purchases (receipts, invoices, etc.)
    - i. The document must fulfil the requirements listed in Section IV of this Article.
  - e. The business name, date of purchase, items purchased, and total amount paid, as listed in the above document.
  - f. Graphic proof of compliance with University Policy.
    - i. The proof must fulfil the requirements listed in Section IV of this Article.
  - g. Phone number, email, and University ID (if applicable) of the primary account holder.
  - h. If reimbursement is requested for custom items featuring any University trademark or logo, the items must adhere to Trademarks & Licensing guidelines. Include the necessary supporting documentation with the Reimbursement Request.

## Section 2: *For Sponsored Student Organizations*

1. Organization leaders may submit a reimbursement request by replying to the Budget Approval Email sent by the ASUU Office of Budget and Finance(asuufunding@utah.edu).
  - a. The deadline for issuing a reimbursement request form for a given allocation is 45 days after the official budget request approval.
  - b. If an event has not taken place by the time of its request approval, the deadline for submitting a reimbursement request shifts to 45 days after the event.
  - c. The allocation approval email, sent to the 3 Organization officers and the faculty advisor listed on the original budget request, will clearly indicate this deadline.
2. A reimbursement request may be asked to contain the following information:
  - a. The name, address, and UID of the individual for whom the reimbursement is being processed. If someone other than the requester made the purchase, please provide their information instead.
  - b. Organization name and the six-digit budget request ID.
  - c. Name of the sponsoring department.
  - d. Full name, University email, and phone number of the Organization's faculty advisor.
  - e. PDF copies containing proofs of purchases (up to 10 files.)
    - i. The document must fulfil the requirements listed in Section IV of this article.
  - f. Business name, date of purchase, items purchased, and total amount paid, as listed in the above document.
  - g. Sponsoring department chartfield number.

## Section 3: *For Recognized Student Governments*

1. The Senator for the Recognized Student Government may submit a reimbursement request by replying to Budget Approval Email sent by the ASUU Office of Budget and Finance (asuufunding@utah.edu).
  - a. The deadline for issuing a reimbursement request form for a given allocation is 45 days after the official budget request approval.
  - b. If an event has not taken place by the time of its request approval, the deadline for submitting a reimbursement request shifts to 45 days after the event.
  - c. The allocation approval email, sent to the Senator for the College and the faculty advisor listed on the original budget request, will clearly indicate this deadline.
2. A reimbursement request may be asked to contain the following information:

- a. The name, address, and UID of the individual for whom the reimbursement is being processed. If someone other than the requester made the purchase, please provide their information instead.
- b. Name of the Associated College
- c. Full name, University email, and phone number of the Recognized Student Government's faculty advisor.
- d. PDF copies containing proofs of purchases (up to 10 files.)
  - i. The document must fulfil the requirements listed in Section IV of this article.
- e. Business name, date of purchase, items purchased, and total amount paid, as listed in the above document.
- f. College department chartfield number

#### **Section 4: *Documentation Requirements***

1. All documents requested must:
  - a. Be original, or scans of an original
  - b. Not be cropped or edited
  - c. Show clearly and legibly the required information
  - d. Be either of PDF or JPG designation
  - e. Not be a combination of multiple documents
  - f. Not be a screenshot
2. Proofs of payment must clearly show the following (Examples: receipts, invoices, etc.):
  - a. Business name
  - b. Purchase date
  - c. Items purchased
  - d. Total amount paid
3. Graphic proofs must be a vendor-provided mock-up of a custom order.
  - a. For Organizations not Recognized Student Governments and Sponsored Student Organizations, articles with graphics containing University of Utah trademarked logos will not be reimbursed.

## **Article VI: Reimbursement Workflow**

### **Section 1: *For Registered and Sponsored Student Organizations***

1. ASUU Budget & Financial Office is the first to view a submitted reimbursement request.
  - a. The request first goes through the Finance Assistant and the Principal Investigator

- b. Should the request require more information or correction, the Finance Assistant will reach out to the respective Student Organization leaders
    - c. Should the office approve a request, it is forwarded to the next step
  2. The University Accounts Payable department is the second one to review a reimbursement request.
    - a. Should the Accounts Payable department require additional information or correction, they will route the request back to the Finance Assistant
      - i. The Finance Assistant will subsequently contact the Organization leaders to gain additional information
      - ii. Failure to provide the requested information will result in the reimbursement request being denied
  3. After the successful completion of the above steps, a check will be issued to the requestor
    - a. The check must be collected from the ASUU Office located in the Student Involvement Wing of the A. Ray Olpin Student Union (200 Central Campus Dr. Salt Lake City, UT 84112).

## **Section 2: For Sponsored Student Organizations and Recognized Student Governments**

1. ASUU Budget and Financial Office reviews a submitted reimbursement request.
    - a. The request first goes through the Finance Assistant and the Principal Investigator
      - i. Request requires the chartfield of the sponsoring department.
    - b. Should the request require more information or correction, the Finance Assistant will reach out to the respective Student Organization or RSG leaders
  2. The head of ASUU department is next to review the request
    - a. Should the request require more information or correction, it will be routed back to the Finance Assistant
      - i. The Finance Assistant will contact the Organization leaders to gain additional information
  3. After the successful completion of the above steps, ASUU will forward the reimbursement to the University department account associated with the Recognized Student Government or the Sponsored Student Organization.
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