

Accessing ASCC & Club Funds

Accessing Club Funds

1. Determine your Budget

- ❑ Outline all anticipated expenses for which you are seeking Club funding. Be specific!

2. Check Club Balance

- ❑ Email SLL staff to determine if your club has enough funds to cover the expense(s).
 - ❑ **If yes:** meet with your club. Document your meeting minutes ([SLL website](#)) and indicate your club's decision to use club funds for the stated activity, event or travel. Indicate attendance, and that quorum was met. Then, submit the minutes to SLL staff who will complete the necessary paperwork.
 - ❑ **If no:** reach out to SLL staff and complete the agenda request form ([SLL website](#)) to request time at the next scheduled ASCC senate meeting. Once scheduled, you will present a funding proposal, with a detailed budget of anticipated expenses, for ASCC's consideration and approval.
 - ❑ If approved, SLL staff will complete the necessary paperwork and include the ASCC Senate meeting minutes that document the approval of the expense.
- ❑ **Note:** if your Club request involves travel, club advisors & students must complete the following forms on the [SLL website](#).

Accessing ASCC Funds

1. Request Funding at ASCC Senate Meeting

- ❑ Complete the agenda request form ([SLL website](#)) and follow up with SLL staff to be added to the agenda.

2. Determine your Budget

- ❑ Outline all anticipated expenses for which you are seeking ASCC funding. Be specific!

3. Attend the Meeting & Present Funding Proposal

- ❑ Once scheduled, present a detailed funding proposal for ASCC's consideration and approval.

4. Decision Time!

- ❑ In most circumstances, ASCC will vote on your proposal during the meeting in which you are scheduled. However, sometimes ASCC may request that you return to a future meeting and answer additional questions. If that happens, return to step 1. If your decision is approved, move to step 5. If your request is denied, please consider ASCC's feedback and consult with SLL staff on potential solutions.

5. Next Steps

- ❑ If approved, SLL staff will complete the necessary paperwork and include the ASCC Senate meeting minutes that document the approval of the expense.

Methods of Payment: ASCC Approved Events or Collaborations

1. CalCard (No ASCC or Club Requisition Required)

- i. If time and circumstances permit (considering FY close, annual limits, etc.), a CalCard can be used to cover approved ASCC or Club expenses.
- ii. For example, if a staff member has a CalCard, and is a Club advisor, they can use their CalCard to cover approved expenses. The ASCC Fiscal Liaison can then code the transactions to the appropriate FOAPAL in the reconciliation process.

iii. Process

- i. The cardholder reconciles the statement per their departmental process. When coding credit card charges, the cardholder will connect with the ASCC Fiscal Liaison to assist them in coding the charge(s) to the appropriate FOAPAL in the reconciliation process.
 - ii. The cardholder will then submit itemized receipts with the applicable back-up documentation (e.g., ASCC Senate or Club minutes), to the ASCC Fiscal Liaison for their records.
- iv. This payment method is ideal for conference travel, meals and entertainment. This payment method is not used for unallowable purchases (consult restricted purchases section of Procurement Credit Card Handbook and merchant code restrictions) or for invoices wherein Direct Pay is applicable.

Methods of Payment: ASCC Approved Events or Collaborations

2. ASCC or Club Requisition

ii. Process

- ii. The party seeking to provide payment to approved vendors provides SLL with itemized invoices for approved costs.
- iii. SLL staff then complete the ASCC Requisition or Club Requisition with appropriate back-up documentation like itemized invoices and applicable club or ASCC senate minutes.
- iv. SLL submits the appropriate requisition form, along with the back-up documentation, to the ASCC Fiscal Liaison for processing. The ASCC Fiscal Liaison will then complete a Direct Payment on behalf of the department or club with the appropriate FOAPAL.