

# Graduate Student Government Graduate Student Organization Operations Funding Packet (updated 2025)

## Overview

Welcome to the ASU Graduate Student Government (GSG) Graduate Student Organization (GSO) Operations Funding Packet.

Please review all sections of this packet when planning operational purchases, as all guidelines may be pertinent to the nature and timing of your application submission. This packet is intended to help you successfully apply for GSO Funding and receive your full award upon approval by GSG GSO Funding Committee. Additionally, we provide resources to assist in operational purchase planning in order for your GSO to maximize a budget request and minimize out-of-pocket spending for approved requests.

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# GSO Operations Funding Request Guide

*Use this guide as a reference when applying for funding*

## About Graduate Student Organization (GSO) Funding

The Graduate Student Government (GSG) awards funds to Graduate Student Organizations (GSO), to assist clubs and organizations at Arizona State University, to create a robust student experience outside of the classroom. These funds come from your graduate student programming fee and are decided by students, for students. The students responsible for this distribution are elected to the GSG Assembly and Assembly members represent each of the academic colleges offered at ASU campuses.

## Rationale for GSO Operations Funding

Operations funding will support once per fiscal year (FY) requests for GSOs to purchase items which support general operations, bolster recognition of the organization and demonstrate appreciation for current members and officers thereby strengthening the organization's reputation. Prominent GSOs will be empowered to better serve graduate students and host impactful events. Thus, by supporting GSO operations, GSG will be furthering its support for graduate and professional students at large.

**GSG does NOT fund purchases that have already occurred.** Therefore, any expenses incurred prior to approval of the funding request CANNOT be subsequently funded or reimbursed.

## Office Hours

If you have questions about the funding process, you may schedule office hours with John Fredericks (GSO Committee Chair) [using this link](#). John's office hours are Mondays 7:30 - 9:30 am and Fridays 9:00 am - 12:00 pm. If you cannot make those time slots, you may also email him ([jmfrede5@asu.edu](mailto:jmfrede5@asu.edu)) to set up a Zoom meeting to discuss your application.

## Dates and Deadlines

**Blackout Dates** (i.e., dates when applications will NOT be accepted or reviewed):

- May 1st - June 30th
- December 10th - December 31st

**Operations Funding Application Deadlines:**

GSO Operations Funding Applications are **DUE** in Sun Devil Central on a rolling basis. I.e., you can submit an operations funding request on any day (other than blackout dates).

A GSO can submit a funding request only for those operational item purchases which will be completed in the three (3) months subsequent to filing an application.

**\*\*Please consider that the GSO Funding Committee only meets twice per month to review applications. Thus, a GSO should plan application submissions accordingly with respect to necessary or expected dates for purchases. GSOs should consider vendor processing and shipping times when planning to apply for operations funding.**

**\*\*Note that GSG DOES NOT fund purchases retroactively, and a purchase cannot take place prior to approval of funds by the GSG GSO Funding Committee.**

### **Funding Limits**

Operations funding will support **once per fiscal year (FY) requests** for GSOs to purchase items which support general operations. Each GSO can apply for **up to \$500** in this one-time request per fiscal year on a **first-come first-serve basis** relative to the fiscal year GSO Operations Budget. (\*Application costs must include tax and shipping & handling fees.)

**Rationale:** For the 2025-2026 fiscal year the Graduate Student Government has appropriated one total amount for both events and operations funding. Operations funding requests will be approved in the order they are received until funding is exhausted for the year.

**Note.** *GSO Operations Funding cannot include food/edible items for GSO events or general club meetings. If your GSO is seeking funding for food for events or funding for club meetings, please refer to the [GSO Event Funding Packet](#).*

### **Eligibility**

To be eligible to receive funding, your organization must meet the following:

1. Student Organization Name
2. Profile Photo (Logo or Photo image)
3. Organization's purpose and upcoming semester meetings (dates/times/locations) posted in "Welcome Message"
4. Membership roster that includes at least three officers and a minimum of 10 members
5. Request for memberships have been approved/declined on a regular basis

6. Constitution must state that organization membership is open to all ASU students
7. The primary or secondary leaders of the GSO must have accomplished the [University Sustainability Practices \(USP\) Seeds of Sustainability Training](#) on the ASU Canvas site and provide proof of such to the committee by furnishing the completion certificate

### **GSG GSO Funding Committee**

The GSG GSO Funding Committee convenes **twice a month** to consider GSO Funding Applications. The GSO Funding Committee will debate and vote on funding allocation for each application cycle. The GSO Funding Committee may request additional information from GSOs prior to a final vote. The committee considers, among other things, the:

1. Number of ASU graduate and professional students served with the request
2. Level of service offered to the graduate and professional student body and University by the GSO and the request
3. Enhancement of student professionalism
4. Availability of alternative funding sources when making funding decisions
5. Emphasis on sustainable best practices

### **GSG GSO Funding Committee Decisions**

The GSG GSO Funding Committee will vote on GSO Funding Allocation during biweekly committee meetings. GSOs will be notified of their funding status within 72 hours of the committee vote. The GSO Funding Committee will provide a report to the GSG Assembly each month which outlines budget utilization to retain transparency and integrity of the GSO Funding Processes.

Please note that along this path, the GSO Funding committee may modify your budget request. As such, your request may be approved, partially approved, or denied. The Assembly Speaker Pro Tempore will communicate the outcome to you via Sun Devil Central. The outcome will be located in the comments section of the request and the system will automatically send an email to the requester. In the case of a partial approval, typically some line items are approved and others are not approved. In that case and the case of denial, GSO Funding Committee will provide feedback to the requester on the rationale in the comments section on Sun Devil Central.

### **GSG Assembly Monthly Review**

The GSG Assembly meets on the 4th Friday of each month and will review allocated monies by the GSO Funding Committee in a given cycle via an itemized budget presentation which reflects the GSO Funding Budget utilization.

### **Operational Items We Fund**

- Durable marketing items
- Giveaway/Promotional Items
- Shirts/Apparel for your Club or Organization (capped at \$300/organization)
- Name Tags
- Reusable Signage/banners

And more! Depending on the needs of the GSO, other items can be included in operational funding to support the daily needs of the organization.

**Please contact the Assembly Speaker Pro Tempore (ASPT) John Fredericks [jmfrede5@asu.edu](mailto:jmfrede5@asu.edu) with additional questions regarding fundable items.**

### **Budget Request Outcomes**

The GSG GSO Funding Committee convenes biweekly to consider GSO Funding Applications. The GSO Funding Committee will debate and vote on GSO funding allocation. GSOs will be notified of their funding status within 72 hours of the Committee vote.

Please note that along this path, the GSO Funding committee may modify your budget request. As such, your request may be approved, partially approved, or denied. The Assembly Speaker Pro Tempore will communicate the outcome to you via Sun Devil Central. The outcome will be located in the comments section of the request and the system will automatically send an email to the requester. In the case of a partial approval, typically some line items are approved and others are not approved. In that case and the case of denial, GSO Funding Committee will provide feedback to the requester on the rationale in the comments section on Sun Devil Central.

### **Requirements of the GSO upon Funding Approval**

1. All GSOs at ASU will receive a Policy Acknowledgment Form via email once the GSG GSO Funding Committee approves funding requests. A GSO must submit the signed Policy Acknowledgement Form prior to being awarded and allotted funds from an approved budget request application.
2. A GSO shall submit a GSO flier (jpg or png format) advertising the GSO with a brief description and a link to the organization's Sun Devil Central page to the GSO Funding & Outreach Committee Chair John Fredericks ([jmfrede5@asu.edu](mailto:jmfrede5@asu.edu)) within 2 weeks from the date of funding approval notification for posting on GSG social media.

## How to Spend Awarded Funds

All GSOs that received funding from GSG must submit a **purchase request to receive allocated funds**. Review the Purchase Request and Spending Guidelines for more detailed information.

## Item Substitutions

### Item Substitutions

Your awarded funds can only be spent on the items included in your approved budget request at the amounts requested. Reasonable substitutions may be accommodated if necessary, however you must contact the Assembly Speaker Pro Tempore ([jmfrede5@asu.edu](mailto:jmfrede5@asu.edu)) **BEFORE** any deviations are made from the items approved in your initial budget request. The substitution must be similar to the original line item category from your budget request, i.e. it is okay to substitute pens for pencils but NOT T-shirts for a marketing item.

- Not all requests can be accommodated, but in order to be considered, they need to be in advance of the original date of purchase indicated on your budget request.
- You must include a screenshot of your approval for substitution by the APPT (i.e., attach a screenshot of the approval email) with your purchase request.

## Prohibited Expenses

See [External Prohibited Items/Activities Document](#)

Note: GSO Operations Funding cannot include food/edible items for GSO events or general club meetings. If your GSO is seeking funding for food for events or funding for club meetings, please refer to the [GSO Event Funding Packet](#).

# How to Apply for GSO Operations Funding: A Guide to Submit Your GSO Funding Budget Request Through Sun Devil Central

## GSO Operations Funding Budget Request Submission

Only GSOs officers listed as administrators for their organization on Sun Devil Central can access the funding application forms. If you are a club officer not listed as an administrator, contact the Sun Devil Central administrator. **Only the three listed officers** in your organization's Sun Devil Central page will be allowed to initiate and complete any funding requests. Submissions from advisors or general members will not be considered.

### Sun Devil Central

Before starting a funding request for a Club or Organization make sure your club is registered in Sun Devil Central, [https://sundevilcentral.eoss.asu.edu/home\\_login/](https://sundevilcentral.eoss.asu.edu/home_login/) and check-out additional club and organizations resources, <https://eoss.asu.edu/clubs/manage>.

### Budget Request Process

Once your club is registered you are ready to go in submitting a funding request for your Club or Organization.

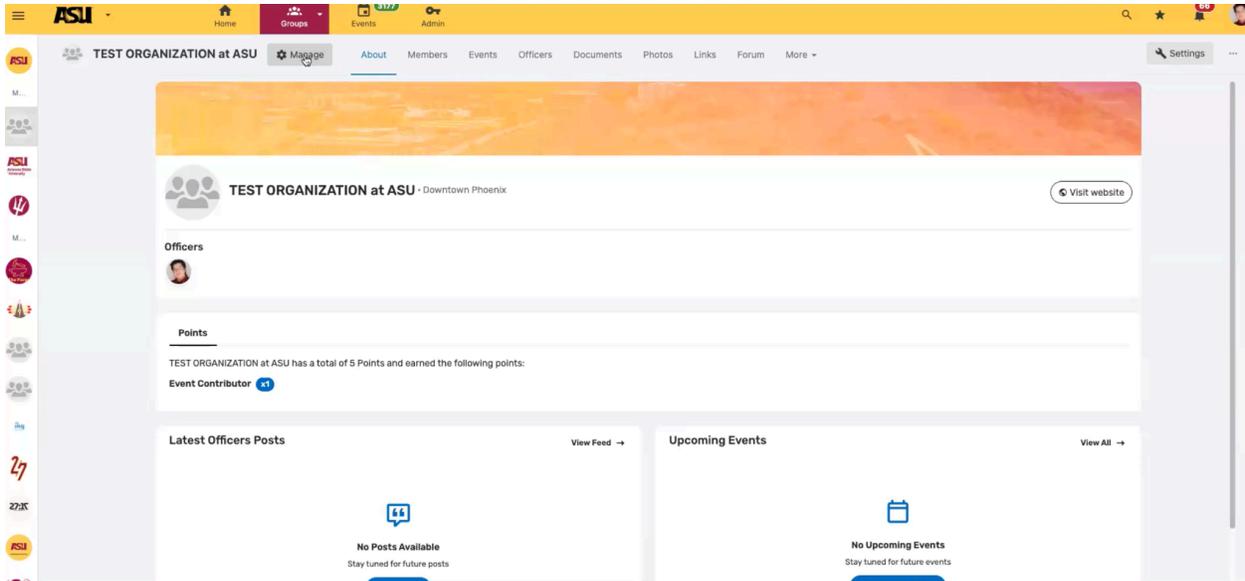
#### Step 1:

Log into your Sun Devil Central Account

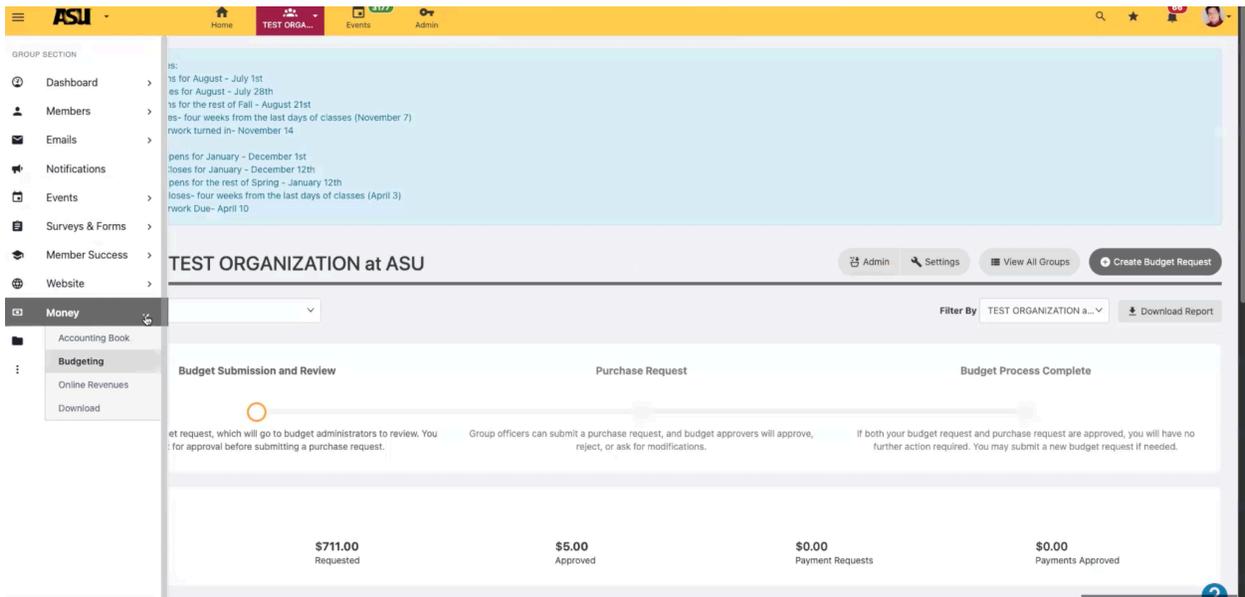
[https://sundevilcentral.eoss.asu.edu/home\\_login](https://sundevilcentral.eoss.asu.edu/home_login)

#### Step 2:

Navigate to your group's page and click the **Manage** button next to the gear icon on the top of the page.



**Step 3:**  
 On the left hand side, navigate to **Money** and then click **Budgeting** on the dropdown.



#### Step 4:

Select **Create Budget Request** on the top right hand side. Confirm that you want to apply for **Operational Funding**. Then provide the Title for your event and a description of the event.

**Create/Edit a Budget Request (Step 1 / 2)**

\* Budget Request Type: Event Funding

\* Title: TEST

Description: [Empty text area]

Close Next

**Budget - TEST ORGANIZATION**

Event Budget Request

Filter By: TEST ORGANIZATION a... Download Report

**Budget Submission and Review**

You may place a budget request, which will go to budget administrators to review. You must wait for approval before submitting a purchase request.

**Purchase Request**

Group officers can submit a purchase request, and budget approvers will approve, reject, or ask for modifications.

**Budget Process Complete**

If both your budget request and purchase request are approved, you will have no further action required. You may submit a new budget request if needed.

**Totals**

\$711.00 Funds Needed	\$711.00 Requested	\$5.00 Approved	\$0.00 Payment Requests	\$0.00 Payments Approved
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#### Step 5:

On the next step, you will provide the individual budget line items for your event funding budget request. Please include the Item Type, Amount Requested, Amount Financed by Group (your GSO), Total Funds Needed, and any notes that may clarify the line item.

**Enter Budget Items (Step 2 / 2)**

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Food & Drink	\$ 5	\$ 0	\$ 5.00	Aramark
Marketing & Promoti...	\$ 5	\$ 0	\$ 5.00	Tshirts
<b>Total</b>	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	

**Totals**

<b>\$711.00</b> Funds Needed	<b>\$711.00</b> Requested	<b>\$5.00</b> Approved	<b>\$0.00</b> Payment Requests	<b>\$0.00</b> Payments Approved
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## Step 6:

After you have completed the budget line items, the application will take you through a number of other important information, including club contact info, which student organization you are requesting funds from, and if your organization is a registered business entity. Please fill out everything completely on this page. Once you have filled out the form completely, click **submit**.

## Club Contact Info

### Submitting Officer Information

**Submitting Officer Name \***

Avion Wick

**Name of Organization \***

TEST

**Submitting Officer ASU Email Address \***

aewick@asu.edu

**Submitting Officer Phone Number \***

11111

1111111111

**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 Valley
- Graduate Student Government

ASU Online Student Organizations, please select the student government you are affiliated with for funding requests. Unaware of your affiliation? Contact your Student Organizations Liaison on your Sun Devil Central group page. If you are a registered Graduate Student Organization, please select Graduate Student Government!

**By submitting this budget request, I acknowledge that:**

**All Amazon orders must be placed through the Business Office.**

**Reimbursements will not be approved for amounts exceeding \$999.99.**

**All budget requests must be**

- I have read and understand the above purchasing and reimbursement policies.

**Is your organization a registered business entity? \***

- Yes, my organization is a registered non-profit corporation.
- Yes, my organization is a registered for-profit corporation.
- Yes, my organization is a registered trust.
- Yes, my organization is a registered association.
- No, my organization is not a registered business entity

Please ensure the following are included in your application:

- GSG also requires that a primary or secondary GSO officer complete the [University Sustainability Practices \(USP\) Seeds of Sustainability Training](#) on the ASU Canvas site and provide proof of such to the committee by furnishing the completion certificate. The GSO Funding Committee will follow up with your GSO requestor for this certificate once the application has been submitted.

### Events in a series:

Create “**another event costs section**” for EACH event in the series. Also, please rename the “event cost” titles to reflect each event in the series, such as Meeting 1-September, Meeting 2-October, etc.

### General Reminders:

- Provide a breakdown of your total requested budget section, by line item.
- Choose the correct line item category
- Each line item should be inclusive of any tax, shipping, production costs, or any other cost associated with that particular expense.
- Line item description should state how this item contributes to your event. If this is a reusable item, state this in the line item description.
  - Even if your line item description is brief, it should be very clear how the cost estimate was derived and how it is supporting your event.
- Please include screenshots from websites, quotes from vendors, or justified cost estimates with **each line item**.

+ ADD ITEM

+ ANOTHER "EVENT COSTS" SECTION

**Food Example:** Your GSO is ordering food for an event which expects 20 ASU affiliated attendees.

- Ordering catering from an approved vendor, your line item should be titled “**Pizza from XX**”.
- The line item category selected from the drop-down should be “**Food (Expense)**.”
  - The line item description should state: “**3 Pizzas for attendees. Cost includes tax and no gratuity since this is a pickup order. Cost of food per attendee =**

**\$303.13 / 20 = \$15.16 per person”.**

- The budget estimate should include TOTAL amount including tax and gratuity. (I.e., Quantity = 1 [x] Cost = \$303.13)
- Please **DO NOT** create line items for each food item separately, such as: pizza 1, pizza 2, lemonade, chips, salsa, guacamole, lemonade, etc. with individual prices.
- You should include an **attachment which reflects the cost estimate**. This can be a menu which contains prices and menu items which were included in your line item description, a screenshot of a “cart” from an online ordering platform to reflect your cost estimate, or a food quote provided from the vendor.
- If your GSO is ordering food from more than one vendor, you can create separate line items for food per vendor.

### **Step 8:**

When finished click “Submit.”

### **General Reminders:**

- Please provide a breakdown of your total requested budget, by line item.
- Each line item should include the vendor name, description of the item(s), and should reflect the cost total of the items.
- Please ensure you choose the correct line item category to align with your line item.
- Each line item should be inclusive of any tax, shipping, production costs, or any other cost associated with that particular expense.
- Please include a line item description which states how this item contributes to your GSO’s operations.
  - If this is a reusable item, such as a banner or sign, which can be used in the future, state this in the line item description.
  - Even if your line item description is brief, it should be very clear how the cost estimate was derived and how it is supporting your GSOs operations
- Please include screenshots from websites, quotes from vendors, or justified cost estimates with each line item.
- Please remember those who review your application will have to consider costs and how the line items support the success of your GSOs operations and benefit ASU graduate students.

### **Example Line Item:**

**Apparel Example:** Your GSO is ordering 20 t-shirts from the licensed vendor Anton Sport, Inc. to promote your GSO and support current members. Your line item should be “20 T-Shirts from Anton Sport” and your line item category selected from the drop-down menu should be “Apparel (expense).” Your line item description should include a description of the t-shirts and usage “Purchasing 20 T-shirts with our GSO logo to hand

out at tabling events and provide to GSO members” The total cost should include set-up fees, taxes, production costs, shipping costs, and all other variable costs. You should include an attachment which reflects the cost estimate. This can be a quote from a vendor or a screenshot of a “cart” from an online ordering platform.

**Step 8:** When finished click “Submit.”

You will then be able to follow the status of your funding request through your GSO’s Sun Devil Central including updates from the GSO Funding Committee and your final funding decision.

### **Budget Request Outcomes**

The GSO Funding Committee will meet to discuss your application, and will vote on funding allocation. The GSO Funding Committee will vote on GSO Funding Allocation from each cycle during the biweekly committee meetings. GSOs will be notified of their funding status within 72 hours of the committee vote. Please note that the GSO Funding Committee may reach out to you if they require revisions or clarifications on your application before finalizing a vote. These notifications will be sent via Sun Devil Central, so please check your application periodically after submission. The GSO Funding Committee will provide a report to the GSG Assembly each month which outlines budget utilization to retain transparency and integrity of the GSO Funding Processes.

Please note that along this path, the GSO Funding committee may modify your budget request. As such, your request may be approved, partially approved, or denied. The Assembly Speaker Pro Tempore will communicate the outcome to you via Sun Devil Central. The outcome will be located in the comments section of the request and the system will automatically send an email to the requester. In the case of a partial approval, typically some line items are approved and others are not approved. In that case and the case of denial, GSO Funding Committee will provide feedback to the requester on the rationale in the comments section on Sun Devil Central.

# Next Steps after Funding is Approved: Graduate Student Organization Purchase Request Guide

*Use this guide if your organization has been awarded funding from GSO Funding and Outreach Committee*

## Overview

If your budget request is approved, congratulations! The next step is to complete the Purchase Request Process in Sun Devil Central.

This guide describes steps to follow to receive allocated funding. Please review all information carefully. In most cases, there are guidelines for before and after your purchase; therefore, do not overlook any of the categories listed below. Please review these procedures stringently, regardless of past funding experience. **Failure to follow the procedures listed below will result in the loss of awarded funding.**

**Only the three listed officers in your organization's Sun Devil Central page will be allowed to initiate and complete any transactions, so plan accordingly.**

## Requirements of the GSO upon Funding Approval (Reminder)

1. All GSOs at ASU will receive a Policy Acknowledgment Form via email once the GSO Funding Committee approves funding requests. A GSO must submit the signed Policy Acknowledgement Form prior to being awarded and allotted funds from an approved budget request application.
2. A GSO shall submit a GSO flier (jpg or png format) advertising the GSO with a brief description and a link to the organization's Sun Devil Central page to the GSG Assembly Speaker Pro Tempore ([jmfrede5@asu.edu](mailto:jmfrede5@asu.edu)) within 2 weeks from date of funding approval notification for posting on GSG social media.

## How to Spend Awarded Funds

**All GSOs that received funding from GSG must submit a purchase request to receive allocated funds.** Review the following Purchase Request and Spending Guidelines for more detailed information.

## Purchase Request Reminders

**\*\*\*\*\*If you have any questions please contact the GSG Business Operations Specialist well before you need to make a purchase! Nia Villanueva**

[nia.villanueva@asu.edu](mailto:nia.villanueva@asu.edu)

- If submitting a purchase request for an invoice payment, purchase requests and all paperwork will be due 10 business days prior to the order date needed.
- If submitting a purchase request for reimbursement, a purchase request **MUST** be submitted within 10 days of a purchase/transaction.
- Ensure all correct documents are attached
- Make sure the budget request ID is on the purchase request
  - Purchases are made based on purchase request not budget request
- Remember to get an itemized receipt.
- **Vendors** **MUST** be registered in Financial Management System to be paid by ASU (does not apply to reimbursements)
- 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

### **Writing a Public Purpose Statement**

FIN 119: [Public Purposes Served](#) - 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**

**Payment for:** food for general meeting

**Unacceptable Public Purpose:** Since our meeting is at 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.

### **Item Substitutions**

Your awarded funds can only be spent on the items included in your approved budget request at the amounts requested. Reasonable substitutions may be accommodated if necessary, however you must contact the Assembly Speaker Pro Tempore ([jmfrede5@asu.edu](mailto:jmfrede5@asu.edu)) **BEFORE** any deviations are made from the items approved in your initial budget request. The substitution must be similar to the original line item category from your budget request, i.e. it is okay to substitute pens for pencils but NOT T-shirts for a marketing item.

- Not all requests can be accommodated, but in order to be considered, they need to be in advance of the original date of purchase indicated on your budget request.
- You must include a screenshot of your approval for substitution by the APPT (i.e., attach a screenshot of the approval email) with your purchase request.

There are specific policies that your group and GSG must follow to receive funding from the University. Please work with the GSG Business Operations Specialist to determine ways to pay for your expenses that follow University accounting guidelines. This packet is intended to help you receive your full award.

If, at any point, you have questions about these procedures, please contact the GSG Business Operations Specialist Nia Villanueva ([nia.villanueva@asu.edu](mailto:nia.villanueva@asu.edu)). You may also contact the GSG Assembly Speaker and the Assembly Speaker Pro Tempore, who oversee GSO funding through the GSO Funding Committee.

# How to Submit Your Purchase Request Once It Has Been Approved

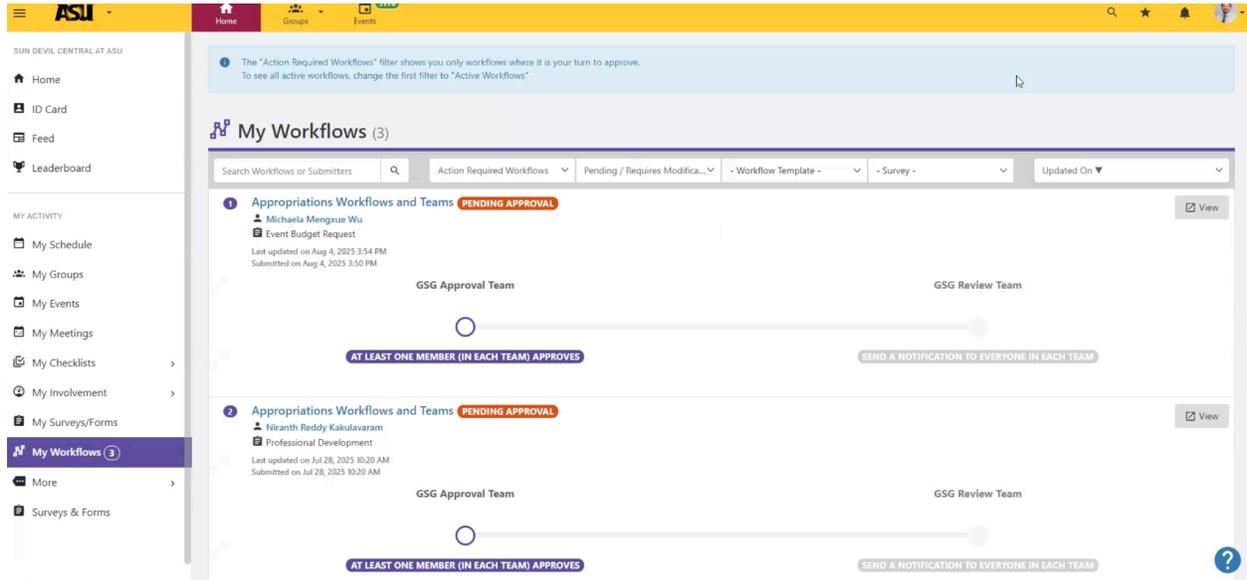
Once your budget request has been approved by GSG, you can submit purchase requests to actually spend the allocated funds. This guide walks you through the process step-by-step. Important: You cannot submit a purchase request until your budget has been fully approved by GSG.

## Step-by-Step Instructions

### Step 1: Navigate to Your Organization's Page

After your funding has been approved, you need to access your organization's backend:

1. Log into Sun Devil Central
2. Go to your organization's group page
3. Click the **Manage** button (only visible to officers)



### Step 2: Access the Money & Budgeting Section

Once in the manage section:

1. Look at the left-hand sidebar
2. Scroll down to **Money**
3. Click on **Budgeting**

# Student Organization Budget Request

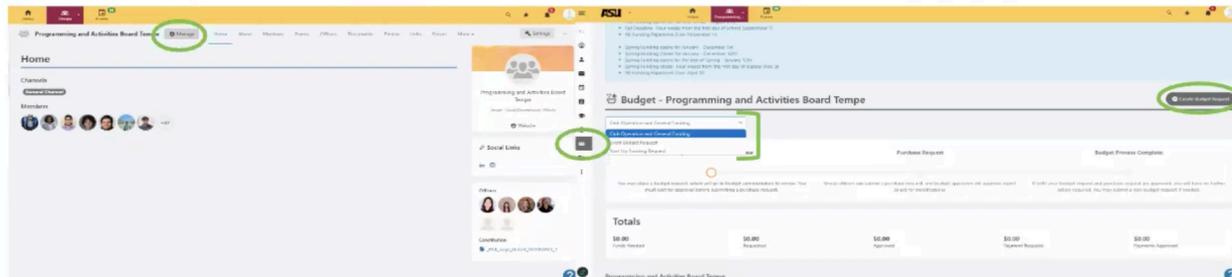
## How Organizations Submit Budget Request

Organization  
Homepage

Officer Manage  
Button

Money Tab -  
Budgeting

Select Budget Type -  
Create Budget Request



### Step 3: Select Your Approved Budget

In the budgeting section:

1. Use the drop-down menu at the top to select the correct budget type
  - o Event Budget Request
  - o Club Operational Funding
  - o Startup Funding
2. Find your approved budget request in the list

### Step 4: View Your Approved Budget Details

When you open your approved budget, you will see:

- Line by line breakdown of what you requested
- Requested amount vs. Approved amount for each line item
- Approval status for each line (will show **Approved** on the right)
- Example: If you requested \$500 for food and got approved for \$500, both amounts will be displayed

**Totals**

\$1,965.04 Funds Needed	\$1,965.04 Requested	\$1,965.04 Approved	-\$1,828.69 Payment Requests	-\$1,828.69 Payments Approved
----------------------------	-------------------------	------------------------	---------------------------------	----------------------------------

Drag U Downtown

#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS - Approve Requests				
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID	Total Payment Requested	From Approved	From Group Funds	Remaining Balance	
1252	We're Back Event Funding Submitted By Jackson Hamblin Sep 29, 2025 3:09 PM Form Event Budget Request	Marketing & Promotional Items Stickers	432.50	0.00	432.50	432.50		#3583 Oct 6, 2025	-296.15	-296.15	0.00	136.35	
		Other (please clarify in notes) Bounce House	1,032.54	0.00	1,032.54	1,032.54		#3587 Oct 6, 2025	-1,032.54	-1,032.54	0.00	0.00	
		Other (please clarify in notes) Performer - Benadiction	250.00	0.00	250.00	250.00							
		Other (please clarify in notes) Performer - Eddie Br...	250.00	0.00	250.00	250.00		#3628 Oct 7, 2025	-250.00	-250.00	0.00	0.00	
								#3744 Oct 13, 2025	-250.00	-250.00	0.00	-250.00	
		<b>Total</b>	<b>\$1,965.04</b>	<b>\$0.00</b>	<b>\$1,965.04</b>	<b>1,965.04</b>		<b>Total</b>	<b>-\$1,828.69</b>	<b>-\$1,828.69</b>	<b>\$0.00</b>	<b>\$136.35</b>	

## Step 5: Submit Purchase Request

Once your budget is approved, a Payment section will appear:

1. The payment section only becomes visible after approval
2. Click into the payment section for each line item
3. Enter your purchase request information for that specific line item
4. You must submit a separate purchase request for each approved line item

Note: You cannot request payment until the budget is approved. The system will not allow it.

## Step 6: Provide Required Documentation

When submitting your purchase request:

1. Include all required supporting documentation:
  - Invoices
  - Quotes
  - Receipts (if applicable)
  - Design mockups (required for apparel items)
2. Important Timing Requirement:
  - Submit purchase requests at least **10 business days (2 weeks)** before you need the item/service
  - The business office requires this processing time
  - Requests submitted less than 10 business days before an event may be rejected

## Step 7: Track Your Purchase Request

After submission:

1. Your purchase request goes to the Business Office for review
2. You can see the status on your organization's budget page:
  - **Submitted** - Request has been sent

- **Approved** - Business office has approved
  - **Rejected** - Request was denied (you'll receive communication about why)
3. The business office will:
- Review your request in their workflow system (similar to how GSG reviews budget requests)
  - Contact you about any additional invoices or documentation needed
  - Process payment to the vendor once everything is approved

## **Step 8: Review Notes Section**

Important Feature - Notes Section:

- Each budget request has a notes section
- GSG approval committee may have left notes about:
  - Why a partial amount was approved instead of the full request
  - Special conditions or requirements
  - Important deadlines or restrictions
- These notes are permanent and cannot be deleted
- This protects both you and the GSG committee by documenting decisions
- Review any notes carefully before submitting purchase requests

## **Key Reminders**

### **Timeline Requirements**

- Submit budget requests well in advance of your event date
- Allow 10 business days minimum for business office to process purchase requests
- Don't wait until the last minute!

### **Documentation**

- Keep copies of all invoices and receipts
- For apparel orders, include design mockups with your request
- Make sure vendor information is clear and complete

### **Communication**

- Check Sun Devil Central regularly for updates on your requests
- Respond promptly to any business office requests for additional information
- Contact GSG if you have questions about your approved budget

## **Budget Line Items**

Understanding line items:

- A line item = one vendor or one payment
- Example: If ordering hats AND t-shirts from the same vendor (Anthem), this can be one line item
- If ordering from multiple vendors, create separate line items for each vendor
- This helps with documentation and payment processing

## **Common Questions**

Q: When can I submit a purchase request?

A: Only after your budget has been fully approved by GSG. The payment section will not appear until approval is complete.

Q: How long does the business office take to process requests?

A: At least 10 business days (2 weeks). Plan accordingly and submit requests well in advance.

Q: What if I was only approved for part of my requested amount?

A: Check the notes section on your budget for explanation. You can only submit purchase requests up to the approved amount, not the requested amount.

Q: Can I submit one purchase request for multiple line items?

A: No, you must submit a separate purchase request for each approved line item in your budget.

Q: What if I need to make changes after submitting?

A: Contact the business office immediately. Depending on the status of your request, they may be able to accommodate changes.

### **Need Help?**

- For budget/approval questions: Contact GSG Appropriations Committee
- For Sun Devil Central technical issues: Contact Courtney Smith or Avion Wick (Student Connection & Community)
- For purchase request processing questions: Contact the Business Office

For general GSG questions: Contact your GSG representatives

# Graduate Student Organization Spending Guide & Planning Resources

*Use this guide to plan purchases and best utilize funds awarded to your GSO by GSG GSO Funding and Outreach Committee*

## Spending Guidelines

### Overview

Below are types of purchases and more specific guidelines that must be followed. Please review before making any purchases and/or submitting your purchase request. Please reach out to the GSG Business Operations Specialist if you have any questions/concerns regarding the policies and guidance outlined below.

### Payment Methods

#### Payment by Invoice

Some vendors will allow payment by invoice and will provide you with a bill that may be paid AFTER your purchase.

#### **If the vendor is agreeable to being invoiced:**

- Obtain an invoice from a vendor
  - Must contain the vendor/business name, email address, phone number and mailing address
  - Must show information on how the vendor accepts payment
  - Invoice Must list ASU as the “bill to”
- Create a purchase request in Sun Devil Central
- The GSG Business Office will contact the vendor directly to process payment
- The GSG Business Office will approve your purchase request
  - **NOTE: Purchase requests are approved AFTER the invoice/reimbursement has been completed. An unapproved purchase request doesn't mean it's not to be approved.**

Certain vendors like Anton Sport or Design a Shirt, will not generate an invoice until the business office confirms funding is approved, so you can attach a quote or order request to your purchase request.

Note: It is the responsibility of your GSO to submit the invoice into Sun Devil Central so that the purchase can be tracked with your group and payment request. **You can only request an invoice to be paid if you have been awarded funding. If you have not been awarded funding the invoice will not be paid and your organization will be held responsible to pay the invoice.**

## **Reimbursement**

Individuals from your organization may purchase items out of pocket and get reimbursed after purchasing. Club accounts can also be reimbursed, but must have a club account to deposit checks to.

Only a listed officer on your organization's Sun Devil Central page can initiate and complete the purchase request. The requester must have the purchaser's information (ASU ID number, address, phone number, email, etc) to be submitted as the "vendor" in the system.

**You can only be reimbursed fees if you have been awarded funding. If you have not been awarded funding, you will not be able to be reimbursed. The payee must be an ASU affiliate and will only be reimbursed for the amount in which the GSO was awarded.**

- It is highly encouraged that you think about the financial burden this may place on the purchaser. Please do not put yourself or others in a difficult financial situation.
- Reimbursements can take up to **3 weeks** to process.
- If the individual being reimbursed has a direct deposit set up with ASU, the money will be directly deposited into their account, if the individual does not, a check will be mailed to the address listed on the submission. *The GSG Business Office does not keep cash on hand for reimbursement, nor does the office cut the checks on site.*
- Reimbursement to any ASU affiliate over \$999.99 is prohibited by ASU accounting policy.
- Reimbursements over \$999.99 **can be made to a club ONLY** (Club must have a club account to deposit check to).
- Do not pay for performer/speaker/artist/service fees. It is University policy to have ASU pay the service provider directly. Reimbursement to a club or an individual, who has already paid a service provider, is forbidden.
- **We cannot reimburse cash purchases.** Alternate payment forms (e.g., credit/debit cards/check) must be utilized.

- **Save All Itemized Receipts!!!**
  - We cannot reimburse **ANY** requests that do not include an original itemized receipt. Furthermore, the University requires that receipts list each item purchased so that they can ensure money is spent in compliance with its policies (e.g., no purchases of alcohol or postage stamps).
  - **Receipts must be itemized and must show proof of payment**
    - Proof of payment
      - Such as card holder name and last four of card number used
      - If receipt does not show the above, then please provide a copy of your bank statement and/or a redacted picture of your card showing last 4 digits and card holder's name
    - If a purchase request has multiple items from one receipt, all items requested must be submitted within a single purchase request.
- **Submit your purchase request within 10 days of transaction date**

**\*All Paperwork Is Due Within Ten (10) Business Days of Your Transaction\***

#### **Payment by College/Departmental P-Card (Expense Transfer)**

**Expense Transfer** - Please refrain from using this method as much as possible. Contact the GSG business office **prior** to making a purchase to confirm steps and necessary documentation. The GSG Business Operations Specialist may be able to assist with finding alternative ways to purchase your items other than departmental p-card.

- If necessary and a college/departmental p-card is used to complete a purchase, a "reimbursement" can be initiated by expense transfer.

## Planning Resources

### Resources for Planning Operational Purchases

ASU has contracts with various businesses that you may need to reference when making purchases. These resources have links to approved vendors, many of which are often open to being invoiced and paid by ASU after services are rendered. Therefore, these are valuable resources to help your GSO so members do not need to pay out-of-pocket.

[ASU Programming and Activities Board](#)

[ASU Preferred Vendors](#)

[Approved and Licensed Vendors for Apparel & Promotional Items](#)

### Promotional items and apparel

ALL promotional items must be purchased from an ASU approved vendor. If your organization uses the name “Arizona State University” at the end of the name or uses the Sparky image in any printed marketing materials (t-shirts, giveaway items, banners, etc.) you will need to ensure that you are following [ASU's Trademarks and Licensing Guidelines](#).

#### Apparel:

If purchasing apparel, ASU is contracted with these licensed vendors and apparel can only be purchased through these vendors:

- [Anton Sport, Inc.](#)
- [ASU Print and Imaging Lab.](#)
- [B.C. Graphics.](#)
- [Greek House.](#)
- [University Tees.](#)
- [X-treme Apparel.](#)

**ALL promotional items must be purchased from an [ASU approved vendor](#). Apparel & Promotional item purchases may be processed by invoice or reimbursement.**

**\*Anton Sport or Design a Shirt will not generate an invoice until the business office confirms funding; attach quote or order approval to your Purchase Request.**

### **Requests for reimbursement:**

- Follow guidelines for reimbursement above.
- Include mock-ups of any artwork being requested, so design can be approved by ASU

### **Requests for invoice payments:**

- Contact the vendor and place your order, let them know ASU GSG will be paying for the apparel.
- Once you have an Order Approval or Invoice, create a purchase request.
- Include mock-ups on any artwork being requested, so design can be approved by ASU
- The GSG Business Office will contact the vendor directly about payment.
- Once payment is made, your purchase request will be approved.

**For more information on approved and licensed vendors visit**

**<https://cfo.asu.edu/purchasing-sunmart-promo>**

### **Other Notes on Expenses**

If the GSO Funding Committee approves funds for the purchase of goods and services, payment/reimbursements will be made after services are rendered, AFTER all paperwork has been submitted within 10 days of your approved purchase occurring. However, you must contact the GSG Business Operations Specialist in advance of making any purchase to verify that it will be reimbursed. **It is your responsibility to verify the proper procedures for all expenses.**

**Once your purchase request is approved, you will receive an update letting you know that your approval for funding has been completed.**

### **ASU Trademark and Licensing**

All student groups and clubs must use a licensed vendor on products bearing Arizona State University's name, logos, or trademarks.

### **Trademark and Licensing Regulations**

**Please consult:**

**<https://brandguide.asu.edu/brand-elements/trademarks-licensing/student-orgs>** for guidelines and details regarding the use of ASU names, logos, and Trademarks.

For additional information about use of the University logo, word mark, signatures, and/or mascot, **please visit:**

<https://brandguide.asu.edu/brand-elements/trademarks-licensing> or contact the Trademark Licensing Office at (480) 727-7848 or by emailing [sundevillicensing@asu.edu](mailto:sundevillicensing@asu.edu)

### **Prohibited Expenses**

See [External Prohibited Items/Activities Document](#)

### **Any other purchasing questions?**

These are general, non-exhaustive guidelines related to spending. It is important to speak with a GSG Business Office staff member in advance if you have any questions before completing any transactions.

- Do not sign any contracts without the approval of GSG and the Business Office.
- GSG Assembly members make decisions on awarded funds and will be unable to assist with spending questions.
- Please direct all spending questions to the GSG Business Operations Specialist.
  - **Nia Villanueva** [nia.villanueva@asu.edu](mailto:nia.villanueva@asu.edu)

Please contact us \*in advance\* if you are unsure about funding policies. It is much easier to avoid mistakes than to correct them, and in some cases, we will not be able to reimburse your out-of-pocket expenses if an error is made, even if you have personally spent the money.

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GSG Assembly Speaker Pro Tempore/GSO Funding and Outreach Committee Chair

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