Graduate Student Government
Graduate Student Organization Event Funding Packet
(Updated 2025)

Overview

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

Please review all sections of this packet when planning an event, 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 Assembly. Additionally, we provide resources to assist in event planning such that your GSO can maximize a budget request and minimize out-of-pocket spending for event funding.

Contacts:

For questions regarding funding applications contact the Assembly Speaker Pro Tempore: John Fredericks (jmfrede5@asu.edu)

For questions regarding purchase requests and purchasing contact the GSG Business Operations Specialist: Nia Villanueva (nia.villanueva@asu.edu)

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Graduate Student Organization 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 represent each of the academic colleges offered at ASU campuses.

GSO events often consist of research symposia, conferences, speaker series, and colloquia that depend on appropriate uses of GSG funding for items such as space rental, food, honorariums, promotional items, event supplies and other organizational expenses and equipment. GSOs can ask for funding for single events, or events presented in a series with one funding request.

Before starting a funding request for a Graduate Student Organization make sure your club is registered in Sun Devil Central,
https://eoss.asu.edu/clubs/manage-your-student-organization

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) 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

Event Funding Application Deadlines:

- **If** your GSO Event Funding Request is less than $2000 **AND** does not include a speaker/performer/honorarium/special guest/contractor/entertainer/service provider, your application (i.e., budget request) is **DUE** in Sun Devil Central 4 weeks (28 days) before your event date is scheduled by 11:59 PM on that day. **(NO LONGER ACTIVE, READ BELOW)**

- **If** your GSO Event Funding Request is greater than $2000 <u>**OR**</u> includes a speaker/performer/honorarium/special guest/contractor/entertainer/service provider, your application (i.e., budget request) is **DUE** in Sun Devil Central 6 weeks (42 days) before your event date is scheduled by 11:59 PM on that day. **(NO LONGER ACTIVE, READ BELOW)**

* AS OF FEBRUARY 4, 2026, the GSO Committee has **lifted** the four and six week requirements for event applications. The GSO Committee now requires that **ALL EVENT APPLICATIONS are due 3 weeks (21 days)** before your event is scheduled by 11:59 PM on that day.* We have adjusted this policies based on feedback from graduate students in November, December, and January about the difficulty of meeting these deadlines.

*A GSO can submit a funding request only for those events to take place in the three (3) month cycle subsequent to filing an application.

<u>***No Exceptions are made to these deadlines.**</u>

GSG does NOT fund events or purchases that have already occurred. Therefore, any expenses incurred prior to approval of the funding request **CANNOT** be subsequently funded or reimbursed and no individual student may receive more than $999.99 in reimbursement.

It is important to consider the funding and spending policies outlined in our guiding documents during the event planning stages. <u>Funding is not guaranteed, please plan events accordingly.</u>

Event Funding Limits

No single event budget can exceed 5% of the approved fiscal year GSO Event Funding Budget I.e. <u>***if***</u> the current year's budget is $75,000, no single event can exceed $3,750. Additionally, **no single GSO can be allocated more than 20% of the overall GSO Funding Budget for events per fiscal year.** For events which occur prior to the approval of a subsequent fiscal year's budget (Applications received July 1st-August 1st), the limit will remain the same as the previous fiscal year until the GSG Assembly Votes to approve the new fiscal year budget in August of each year.

1. For the 2025-2026 Fiscal Year, the GSG GSO Event Funding Budget is **$208,600** and GSO's may fund events up to $**10,430**, provided evidence of attempts to secure matching funds has been made.

2. Speaker/performer fee funding can be requested for up to $2,000.00 but will require additional paperwork to process payments.
3. Honorarium requests may not exceed $500
4. Food or meals must cost less than $25 per person including tax and gratuity.
5. NOTE. No individual student may receive more than $999.99 in reimbursement.

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 GSO event must be submitted for approval in Sun Devil Central and have an event page on Sun Devil Central
8. The GSO event must be open to all graduate and professional students
9. GSO funding applications cannot be approved until the primary or secondary leaders of the organization have accomplished the University Sustainability Practices (USP) Seeds of Sustainability Training on the ASU Canvas site and provided 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
2. Level of service offered to the graduate and professional student body and University
3. Enhancement of student professionalism
4. Availability of alternative funding sources when making funding decisions
5. Emphasis on sustainable best practices during an event
6. Number of attendees and percentage of graduate student attendees at each event, especially for large budget requests including food.

7. Large food budget requests should have an expected attendance of over 50 graduate students or 80-100% graduate student attendance**.**

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, GSG 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.

Per the 2025 GSG Bylaws, the GSG Assembly must vote to approve all funding requests over $2,000.00.

Requirements of the GSO upon Funding Approval

1. All GSOs at ASU will receive a Policy Acknowledgment Form via email once the GSO Funding Committee approves their funding request. 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 an event flyer (jpg or png format) for the funded event and a brief event description to the GSO Funding & Outreach Committee Chair John Fredericks (jmfrede5@asu.edu) at least 1 week prior to the event for posting on GSG social media.
    a. For recurring events or events in series (such as monthly meetings) a one-time submission of a flier 1 week prior to your FIRST scheduled event is sufficient, as long as the flier lists all subsequent event dates/times.
    b. GSOs are **encouraged** to submit pictures from successful events to the Committee co-chair via email. A record of successful events will be considered by the GSO Funding Committee in voting on Budget Requests.

Items We Fund

- Food
  - Meals or food must cost less than $25 per person including tax and gratuity
  - A completed attendance list will be required for events with food
- Event supplies
- Equipment rental
- Speaker/performer fees
  - Speaker/performer fees cannot exceed $2,000
- Honorarium
  - Honorarium requests cannot exceed $500
- Apparel
- Promotional items
- Once a year printing of yearbooks
- Banners/backdrops/signage
  - must be reusable
- Posters (must be reusable) may be printed for events, symposiums, or conferences hosted by a GSO.
- Venue fees, Permit and Registration Fees, Event and Meeting Reservation Fees, Restaurant Service Fees

And more!

Please contact the GSG Assembly Speaker Pro Tempore John Fredericks at jmfrede5@asu.edu with additional questions regarding fundable items.

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

GSO Funding 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

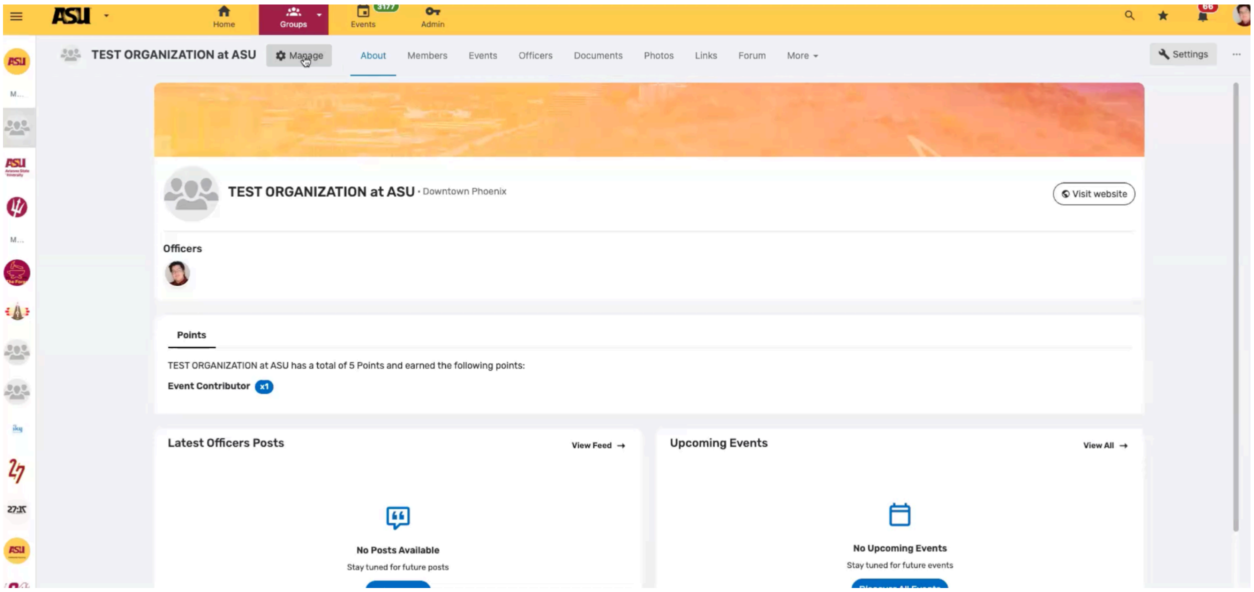
Before starting a funding request for a Club or Organization make sure your club is registered in Sun Devil Central,
https://eoss.asu.edu/clubs/manage-your-student-organization

Budget Request

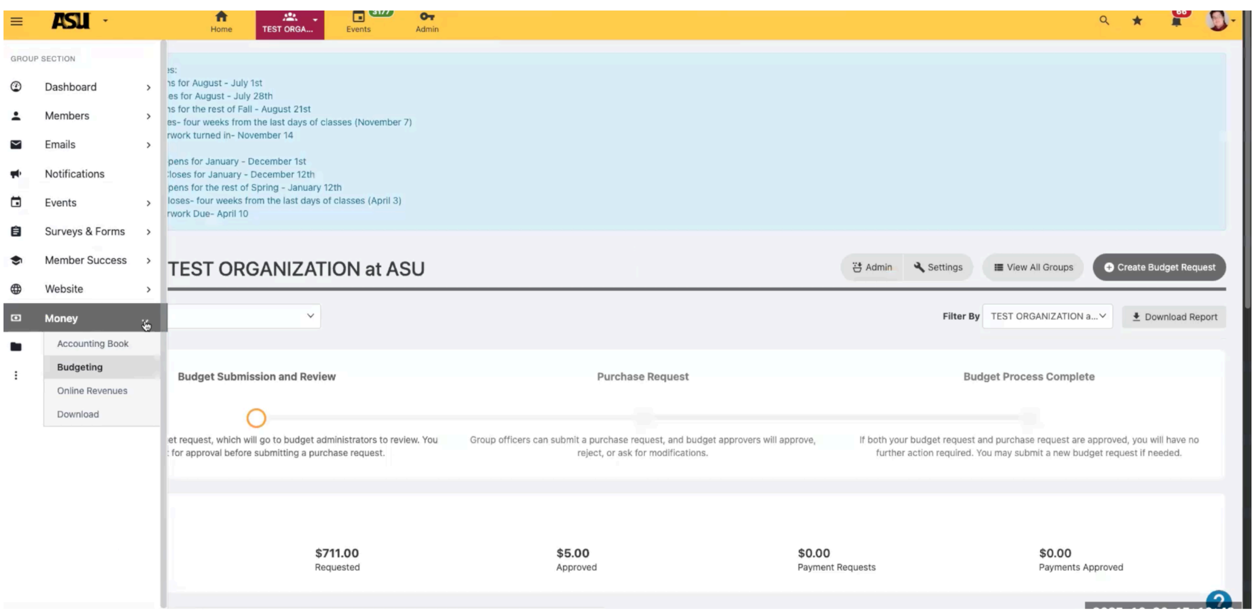
Once your club is registered you are ready to go in submitting a funding request for your Club or Organization.

Step 1:
Log into your Sun Devil Central Account
https://eoss.asu.edu/clubs/manage-your-student-organization

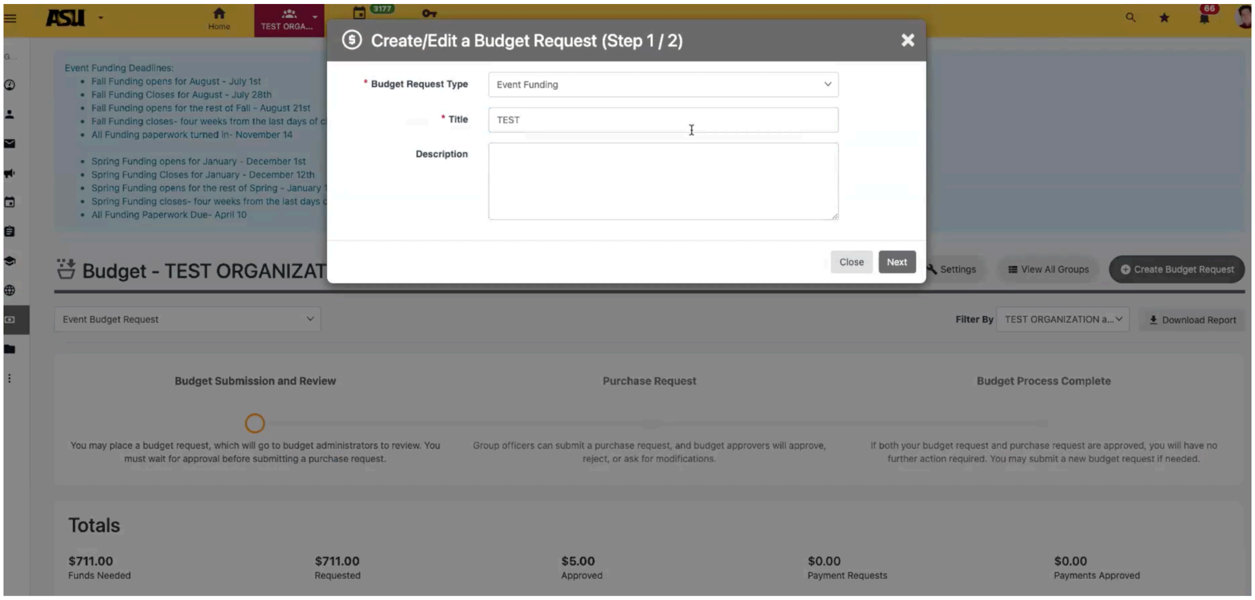
Step 2:
Navigate to your group's page and click the Manage button next to the gear icon on the top of the page.



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

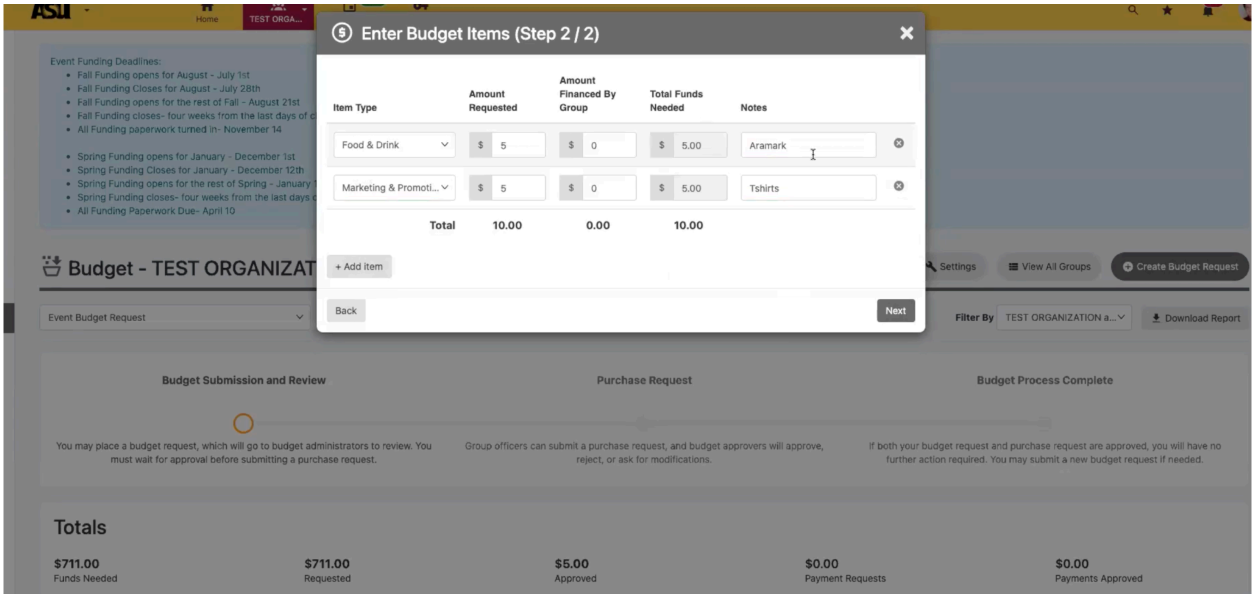


Step 4:
Select Create Budget Request on the top right hand side. Confirm that you want to apply for event funding. Then provide the Title for your event and a description of the event.



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.



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 Downto
- ◯ 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:

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

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

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**.

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."

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, your final funding decision, as well as your reimbursement process if your request is approved.

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, GSG will provide feedback to the requester on the rationale in the comments section on Sun Devil Central.

Any other purchasing questions? Contact your ASASU GSG Business Operations Specialist Nia Villanueva at nia.villanueva@asu.edu

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

Use this guide if your organization has been awarded funding from the GSO Funding 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 event; 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)

3. 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.
4. A GSO shall submit an event flier (jpg or png format) for the funded event and a brief event description to the GSG Assembly Speaker Pro Tempore (ASPT) at jmfrede5@asu.edu at least 1 week prior to the event for posting on GSG social media.
    a. For recurring events or events in series (such as monthly meetings) a one-time submission of a flier 1 week prior to your FIRST scheduled event is sufficient, as long as the flier lists all subsequent event dates/times.
    b. GSOs are **encouraged** to submit pictures from successful events to the APPT via email. A record of successful events will be considered by the GSO Funding Committee in voting on Budget Requests

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 on the process of spending awarded funds please contact the GSG Business Operations Specialist well before your event:**
Nia Villanueva nia.villanueva@asu.edu

- Submit purchase request a minimum of 10 days before an approved event occurs for requests which include invoice payments
    - If you plan to use a supplier that is not registered with ASU, this process can take 5 business days and therefore may require submission of a purchase request more than 10 days prior to an event. If you have a question regarding a supplier you plan to use, email the Business Operations Specialist in the *planning stages* of your event
- If you are requesting speaker/special guest fees or an honorarium, collect necessary documentation and submit a purchase request a minimum of 2 weeks in advance of an approved event occurring
    - **Pro tip: email Nia Villanueva once a PR is submitted for a speaker, artist or performer to ensure paperwork is handled in a timely manner.**
- If you submit a purchase request prior to an event which includes food/meals/edible items, you must email the attendance list to the GSG Business Operations Specialist within 10 days of your event occurring.
- The requestor **MUST** submit purchase request within 10 days of an approved event occurring
- Any purchase involving tickets or admission must include a list of every attendee.
- 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. Get separate receipts for food and non-food items.
- 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"

<u>Example</u>

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.

Event Date Changes and Item Substitutions

Date Changes

If the date of your event changes, you must submit a request for date change approval to the Assembly Speaker Pro Tempore (ASPT) (jmfrede5@asu.edu) **BEFORE** the original date that your GSO was approved for event funding.

- Not all requests can be accommodated, but in order to be considered, they need to be in advance of the original date of your event.
- You must copy the Business Operations Specialist Nia Villanueva nia.villanueva@asu.edu on the email requesting date changes.

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 APPT (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 food.

- Not all requests can be accommodated, but in order to be considered, they need to be in advance of the original date of your event.
- 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). You may also contact the GSG Assembly Speaker and Assembly Speaker Pro Tempore, who oversee GSO funding through the GSO Funding Committee.

How to Submit Your Purchase Request Once It Has Been Approved

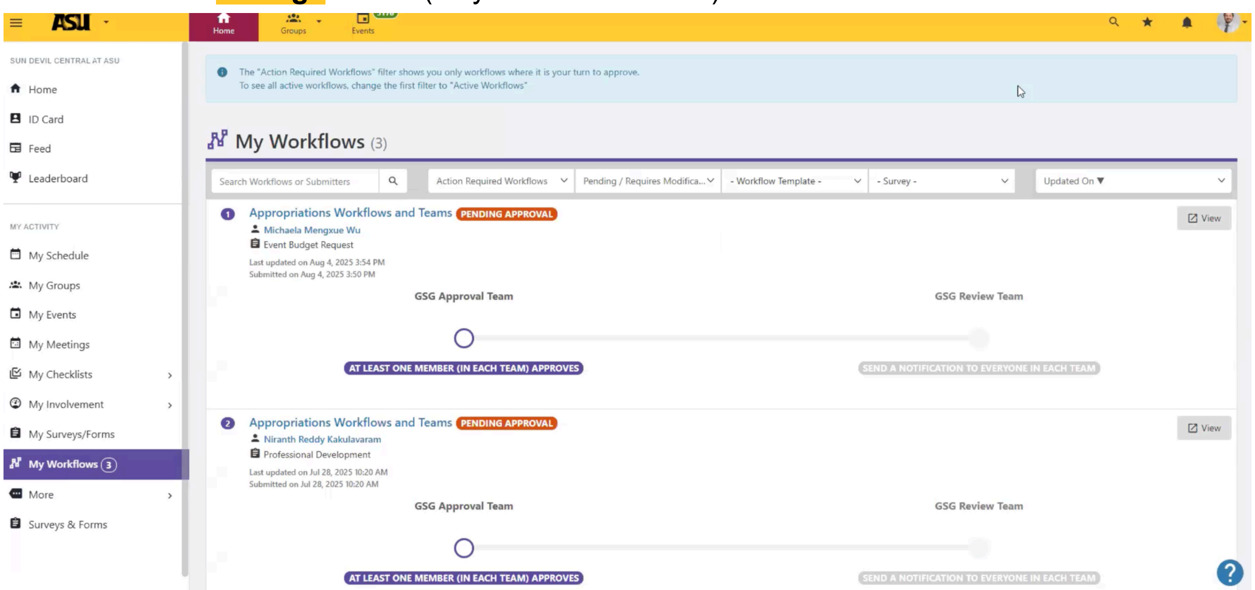
Once your budget request has been approved by GSG, you can submit purchase requests to actually spend the allocated funds. This guide walks you through the process step-by-step. Important: You cannot submit a purchase request until your budget has been fully approved by GSG.

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:

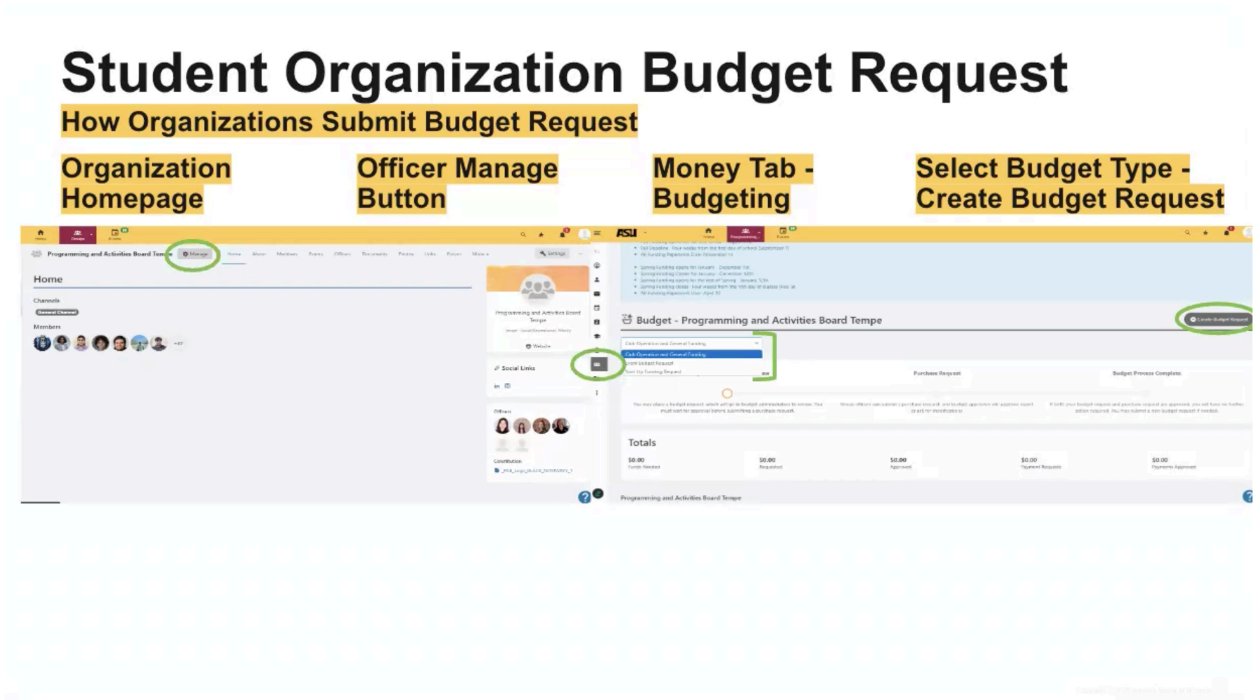
1. Log into Sun Devil Central
2. Go to your organization's group page
3. Click the **Manage** button (only visible to officers)



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**



Step 3: Select Your Approved Budget

In the budgeting section:

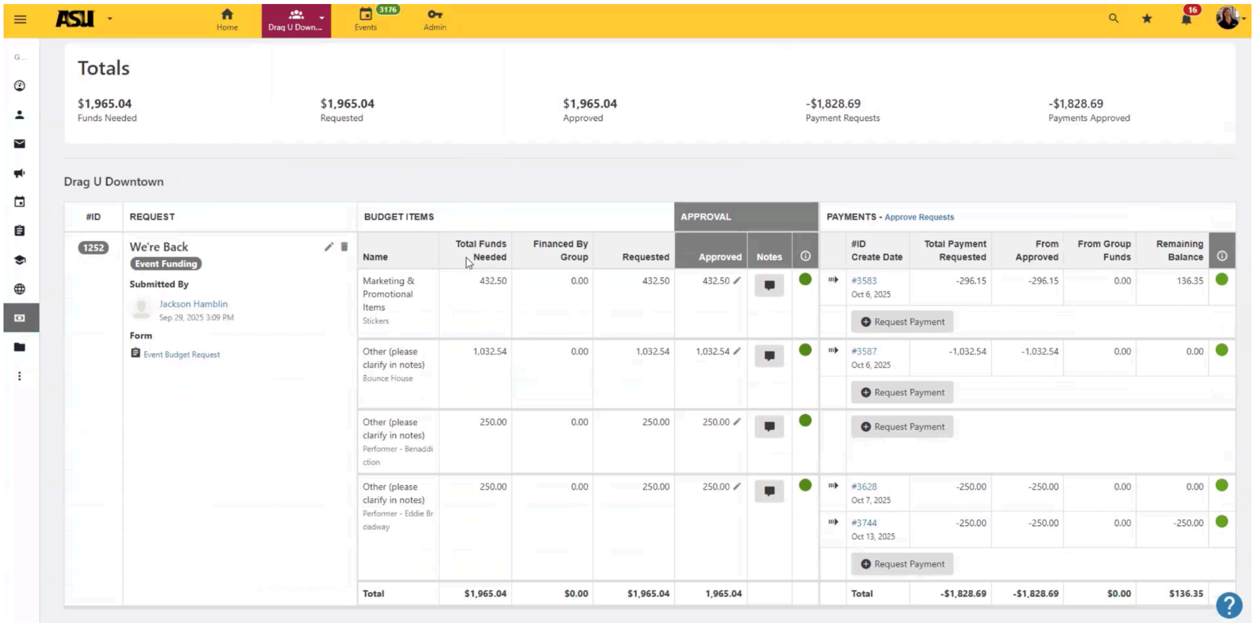
1. Use the drop-down menu at the top to select the correct budget type
   - Event Budget Request
   - Club Operational Funding

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



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 GSO Funding 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 your event and to best utilize funds awarded to your GSO by the GSG GSO Funding & 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 event or 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.

If the invoice includes food, you must submit a **Business Meals Application** through the airtable application, flier, and an **attendance list** with your request.

- Helpful Tip: Download your RSVP list from Sun Devil Central to submit as attendance
- Food must cost ≤ $25 per person, including tax and gratuity

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.**

Payment to Aramark

Do not pay out of pocket for Aramark.

The GSG business office remits payment to Aramark via check. A Purchase Order must be issued to Aramark *at least* 5 business days before the event otherwise the goods will not be provided.

GSOs must submit the purchase request with all necessary documents (with the exception of the final invoice and attendees list) via purchase request *at least* 10 business days before the event date.

Website: https://sundevilhospitality.asu.edu/catering
Visit https://eoss.asu.edu/mu/plan_event/food for additional details and information regarding ASU catering & food policies.

Note. All purchase requests which include food must have provide a flier, and an **attendance list**. Food or meals must be ≤ $25 per person including tax and gratuity.

1. Contact Aramark to discuss the needs of your event and place your order
2. Let Aramark know that payment will be made via Purchase Order (PO)
3. Aramark will give you a reservation confirmation page
4. Aramark will send you a final invoice post-event
5. Submit the final invoice and attendees list via email to Nia Villanueva within 10 days after the event.
    a. In the body of the email, provide the GSO name and the purchase request the paperwork is associated with.

6. The business office will issue payment via check to Aramark. This can take 10-14 business days to complete from the day in which the GSO submits final paperwork to Nia Villanueva. No payment will be made until the final invoice and attendees list is provided.

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 into).
- 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.
- If food was purchased, you must submit an **attendance list** with your request.
    - **Helpful Tip:** Download your RSVP list from Sun Devil Central to submit as attendance

    - Food must cost ≤ $25 per person, including tax and gratuity.
- **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 event/transaction date**

All Paperwork Is Due Within Ten (10) Business Days of Your Event/Transaction

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

Expense Transfer - If a college/departmental p-card is used to complete a purchase, a "reimbursement" can be initiated by expense transfer. (contact the GSG business office **prior** to making a purchase to confirm steps and necessary documentation.)

Planning Resources

Resources for Event Planning

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
Event Planning Guide
Approved and Licensed Vendors for Apparel & Promotional Items

Promotional items and apparel

IMPORTANT: All vendors will need to register through ASU using PaymentWorks.

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.**

Promotional Items & Apparel:

If purchasing promotional items including 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.

Apparel & Promotional item purchases may be processed by invoice or reimbursement.

***Anton Sport 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

Food and Meals

All pre-planned and scheduled social occasions taking place at Arizona State University (ASU) where food and/or beverage is present must be provided by a university-contracted food service provider such as ASU Catering or by a pre-approved outside food vendor. This applies to all groups.

Aramark is the ASU approved catering company for all EOSS controlled spaces such as the Student Union and Student Pavilion. To view the menu and submit a catering request visit https://sundevildining.asu.edu/catering, and Aramark email: asucatering@gmail.com.

Please visit https://eoss.asu.edu/mu/plan_event/food for additional details and information regarding ASU catering & food policies.

All purchase requests which include food must have a completed attendance list.

Planning/Spending Considerations:

- Food or meals must be less than $25 per person including tax and gratuity.
- **Do not** pay out-of-pocket for Aramark catering services. See “Paying for Aramark” section of the spending guide.

- Some vendors will allow payment by invoice and will provide you with a bill that may be paid AFTER your event or purchase. Please consider the ASU catering & food policies regarding outside vendors for on-campus events.

Gratuity

Please use the following guidelines when providing gratuity.

1. Gratuities should be around 15% of the total meal, nonalcoholic beverages and tax (dining in)
2. Gratuities may not exceed 18% under any circumstance
3. Gratuities may not exceed 10% on delivery orders

Service Provider Processes

(Paperwork Required Before Your Event)

Such as Guest Speaker, Performer, Keynote Speaker, or Entertainer

Do not pay out-of-pocket 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. Any guest speaker, performer or service provider receiving a payment for services must be paid directly through GSG AFTER the proper forms are submitted and completion of services are verified.
GSG does not provide funding to ASU faculty/staff.

Speaker/performer fee funding can be requested for up to $2,000.00 but will require additional paperwork to process payments.

Speakers Agreement Process

1. Obtain invoice from service provider (**before your event**)
   a. Invoice Must list ASU as the “bill to”
   b. Must have one line for their service fee with the total amount
   c. Must contain the vendor/business name, email address, phone number and mailing address
   d. Must show information on how the vendor accepts payment
2. Send Speaker-Artist-Performer (SAP) Agreement to service provider to complete and sign
   a. The form can be found at https://ogc.asu.edu/forms/speaker-artist-agrmt?check_logged_in=1 (requires use of ASU credentials to access)
   b. The GSG Business Office will get the needed signatures for the “on behalf of ASU” part

3. Obtain service provider's SAP Agreement and proof of insurance (as indicated in section 9 on the SAP Agreement) or indicate waiver of insurance needed
4. Submit a **purchase request 2 weeks before your event** with the documents received
    a. Payment will be processed after your event
    b. The GSG Business Office will 'Approve' your purchase request

Additional Information for service provider fees

- Any speaker or artist will need to submit the appropriate forms **2 weeks prior to the performance date**
- If a signed SAP is not received prior to the event, a pay without SAP form must be submitted
- All forms and policies are applicable whether the event is in-person or virtual
- The address provided on the invoice MUST match the address a supplier uses to register in Financial Management System
- If an agent is receiving payment on behalf of the Speaker, the agent will need to register in Financial Management System
- All performers must register in Workday (ASU accounting system)
- All performers need to provide proof of insurance. If they do not have insurance the Business Office can apply for a waiver with ASU Risk Management
- SAP form is obtained here when speaker is issuing a payment
- An Independent Contractor Checklist (ICC) is required for suppliers registering as individuals
- Do not sign the SAP form and route to the Business Office.

Travel Expenses (Hotel, Airfare) For Guest Speaker/Performer, Etc.

GSG no longer directly funds airline travel or hotel costs for invited guest speakers, performers, or other service providers; however, the GSO can choose to increase the amount of the speaker fee for the invited guest so that the guest can pay their own travel expenses with the additional funding. (Note: Speaker fees can be awarded to include these costs, however, they are considered income to the guest and may result in issuance of a 1099 from tax services.)

NOTE. Speaker/performer fee is different from an honorarium.
GSG does not award speaker/performance honorarium over 500.00.

Honorarium Requests

Honorarium funding is different from speaker/performer fee funding.

- Honorarium funding cannot exceed $500.00

- Honorariums are processed similarly to speaker/performer payments.
- The Business Office will need a SAP signed by the speaker along with an invoice.

- This must be submitted before the date of the event as the SAP Agreement must be signed prior to the event.
- Failure to get the SAP Agreement signed before will require a Pay without SAP form (PWSAP) which can take up to 2 weeks to complete.
- Best practice is to submit the Purchase Request at least 10 business days before the event and email the GSG Business Office Specialist to notify them of the request type. This will be submitted as "Pay by Invoice" on Sun Devil Central.

Other Notes on Expenses

If GSG 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 event 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.

Special Event Registry

ALL in-person student organization events require a special event registry (link requires login with ASU credentials)

- Special Event Registry Forms must be submitted a minimum of 30 days prior to the event
- Be sure to complete each section
- If your event is not approved or if ASU has additional questions you will be notified via email
- Special event registry is not required for off-campus events

ASU Trademark and Licensing

All student groups and clubs must use a licensed vendor on **all** products, and any product bearing Arizona State University's name, logos, or trademarks must follow the University's regulations.

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

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**

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.

GSG Assembly Speaker Cole Cloyd **cbcloyd@asu.edu**
GSG Assembly Speaker Pro Tempore/GSO Funding and Outreach Committee Chair John Fredericks **jmfrede5@asu.edu**
GSO Funding and Outreach Committee Co-Chair Nikki Fordey **nfordey@asu.edu**
GSG Business Operations Specialist Nia Villanueva **nia.villanueva@asu.edu**