

## **GPSA Graduate Student Organization Funding Information: *Review After Being Awarded Funding***

Congratulations! Your organization has been awarded funding from the GPSA Assembly! This page describes the steps to follow to receive that 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.**

GPSA funding is granted via direct payment to vendors AFTER all paperwork is completed, and in some cases by reimbursement. **Reimbursement to any student or organization over \$1000 is prohibited by ASU accounting policy.** There are specific policies that your group and GPSA must follow to receive funding from the University. Please work with the GPSA Office Specialist, Sr. to determine ways to pay for your expenses that follow University accounting guidelines. This packet is intended to help you receive your full award.

All funding paperwork must be given to the GPSA Office Specialist, Sr. If, at any point, you have questions about these procedures, please contact the GPSA Office Specialist, Sr., in the GPSA business office, located in the Graduate Student Center. You may also contact the [GPSA Assembly President](#) and [President Pro Tempore](#), who administer GSO funding through the Assembly Operations Committee.

### **REQUIREMENTS FOR FUNDING**

#### **I. SAVE ALL ITEMIZED RECEIPTS!!!**

*We cannot reimburse ANY requests that do not include an 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).

#### **II. ALL PAPERWORK IS DUE 5 BUSINESS DAYS AFTER YOUR EVENT**

All paperwork must be turned in to the GPSA Office Specialist *in person at the Graduate Student Center* by 5:00 p.m., no later than 5 business days after the funded event. Failure to comply with this requirement will result in the forfeiture of your funding. In addition, no other organization (including your academic department) can override this policy. All paperwork for events during the spring semester must be turned in by the date of Spring Commencement Ceremonies. If your event is in April or May, this may mean you have less than 5 business days to complete your paperwork; plan accordingly. **There are no exceptions to the 5-business day deadline, or to the final deadline in May.**

#### **III. ADVERTISING REQUIREMENTS**

First, in recognition of GPSA's support, all advertising, flyers, brochures, and pamphlets produced for the event must acknowledge GPSA. *To ensure compliance, copies of the materials must be handed in with your paperwork when requesting reimbursement.*

Second, your event must be posted on the "GradStu" listserv by emailing the announcement to [gradstu@asu.edu](mailto:gradstu@asu.edu). This announcement must go out at least 3 days prior to the event, meaning that you must submit the announcement at least 4 days prior to the event. *You must turn in a print-out of the dated email with your paperwork when requesting reimbursement.*

Third, your event must be advertised on the "Events@ASU" calendar at least 3 days prior to the event. Visit <http://events.asu.edu> to list your event.

Fourth, your event must be advertised on the State Press Web Calendar. To submit your event, email the State Press at [spcalendar@asu.edu](mailto:spcalendar@asu.edu). *You must turn in a print-out of the dated announcement upload/email with your paperwork when requesting reimbursement.*

**IV. MATCHING FUNDS**

Any GSO awarded funding for an event in an amount greater than \$250.00 must demonstrate that they have actively sought matching funds. *Submit written proof that your organization sought and/or received matching funds with your reimbursement paperwork.* This may be evidence either that matching funds were received, or that they were actively sought and denied; in this case you must provide contact information for the source(s) from which you requested funding. GPSA will contact the source(s) from whom you requested matching funds to verify that you have complied with this policy.

**V. LIMIT ON CLOTHING ITEM FUNDING REQUESTS**

Requests for funds for clothing items, such as T-shirts, are limited to \$250 per GSO, per semester.

**VI. POST-EVENT FUNDING REPORT**

A post-event funding report form must be completed and submitted along with all other required documentation to the GPSA Office Specialist, Sr. They are available in the GPSA Business Office, along with other forms referenced in this document.

**VII. BE AWARE OF ALL UNIVERSITY AND GPSA FUNDING POLICIES**

It is your responsibility to familiarize yourself with the University and GPSA funding policies and procedures. Please pay particular attention to University prohibitions on purchases. We will not be able to reimburse you for prohibited items. These policies are available here.

**PAYMENT PROCEDURES**

**I. CATERING**

GPSA will only pay catering expenses contracted with approved University vendors. Catering services and reimbursements for food will be paid **AFTER** all paperwork is submitted.

**1. BEFORE your event:**

- a. Catering: Contact the catering provider you intend to use for the event (Aramark Catering in the MU) and receive a written invoice that clearly details the items/ services you are purchasing, and provides an itemized list of expenses.
- b. For both catering and food reimbursement, obtain a Business Meals Form and a Request for Funds form (RFF) from the GPSA Office Specialist, Sr. at the GPSA Business Office in the Graduate Student Center.

**2. AFTER your event, within 5 business days:**

- a. Turn in all required paperwork, including an invoice, RFF form and completed business meals form, along with a list of all event attendees and documentation that you have met the advertising requirements listed above to the GPSA Office Specialist, Sr.
- b. If you are requesting reimbursement for food, turn in the itemized receipt, the RFF form and the completed business meals form, along with a list of all event attendees and documentation that you have met the advertising requirements listed above to the GPSA Office Specialist, Sr.
- c. Once GPSA has confirmed that you have fulfilled all requirements, payment will be made directly to the vendor.

II. GUEST SPEAKER, PERFORMER, OR OTHER CONTRACTOR HONORARIA/FEES

Any guest speaker, performer or service provider receiving a payment for services must be paid directly through GPSA **AFTER** the proper forms are submitted. No reimbursement will be granted for fees or honoraria per University policy.

1. BEFORE your event:

- a. Obtain a Request for Funds (RFF) form, Departmental Professional Services Order (DPSO) form, Indemnification form, Independent Contractor Checklist, and Substitute W-9 form from the Office Specialist, Sr.
- b. Complete your portion of the Departmental Professional Services Order (DPSO) form.
- c. Contact your speaker and have them complete their section of the DPSO form, the Indemnification form, Independent contractor checklist, and Substitute W-9 form.
- d. Bring all completed paperwork (in hard copy with signatures) to the Office Specialist.

2. AFTER the event, within **5 business days**:

- a. Visit the Office Specialist, Sr. at the GPSA Business Office to confirm that services have been completed; this requires an additional signature.
- b. Turn in all required paperwork, including documentation that you have met the advertising requirements listed above, to the Office Specialist, Sr.
- c. Once GPSA has confirmed that you have fulfilled all requirements, payment will be made directly to the speaker.

III. TRAVEL EXPENSES (HOTEL, AIRFARE) FOR GUEST SPEAKER/PERFORMER, ETC.

GPSA no longer directly funds airline travel or hotel costs for invited guest speakers, performers, or other service providers; however, the club/organization can choose to increase the amount of the honorarium for the invited guest so that the guest can pay their own travel expenses with the additional funding. See Section II for details.

IV. OTHER EXPENSES

If GPSA approves funds for the purchase of other goods and services, payment will usually be made as a reimbursement after your event, **AFTER** all paperwork has been submitted. However, you must contact the GPSA Office Specialist, Sr. 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.

1. BEFORE your event:

- a. Contact the Office Specialist, Sr. to determine if your item(s) will be paid for by reimbursement.
- b. Purchase your item(s). You **MUST** obtain and save an itemized receipt that clearly shows each item purchased, its cost, the total cost, and verifies that the expense has been paid.

2. AFTER the event, within **5 business days**:

- a. Obtain a Request for Funds (RFF) form from the Office Specialist, Sr. and complete it.
- b. Turn in all your receipts, along with all required paperwork, including documentation that you have met the advertising requirements described above, to the Office Specialist, Sr.
- c. Once GPSA has confirmed you have fulfilled all requirements, reimbursement will be made to you via ASU's reimbursement system.

## TYPES OF FORMS

This section describes and links to the various forms you will need to receive funds/reimbursement from GPSA.

I. **REQUEST FOR FUNDS (RFF)**

ALL expenditures to be paid by GPSA require a Request for Funds (RFF) form. YOU personally, not your organization, are the requester. You must obtain the RFF form from the GPSA Office Specialist, Sr. in order to submit your paperwork and receipts.

II. **BUSINESS MEAL FORM**

ALL food and beverage purchases require a Business Meals form. You may obtain additional forms from the GPSA business office. You must list the name, title and affiliation of each person attending your event.

III. **SUBSTITUTE W-9**

Substitute W-9s allow for proper IRS reporting and for new vendors to be entered into the University Purchasing system.

IV. **DEPARTMENTAL PROFESSIONAL SERVICE ORDER (DPSO) FORM**

This form is used when paying service providers. The university requires that you describe the reason(s) you are purchasing the particular service (speaking, music, etc.); the service provider fills in their information and signs the form. After the service has been rendered, you will sign it to verify that the provider has completed the service.

V. **INDEMNIFICATION FORM**

This form is used when paying service providers. The form is signed by the service provider acknowledging that they assume all liability while performing their service.

VI. **INDEPENDENT CONTRACTOR CHECKLIST**

This form is used when paying service providers. This form is required by ASU Tax Services to verify Independent Contractor status.

## STILL HAVE QUESTIONS?

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. Please contact the GPSA , [GPSA Assembly President](#), [President Pro Tempore](#), or Office Specialist, Sr., at the Graduate Student Center, 480-727-9870, with any questions.