USAC Budget Review Committee
2017-2018

Paid for by the
UNDERGRADUATE STUDENTS ASSOCIATION COUNCIL
usac.ucla.edu

Student Organizations Operational Fund (SOOF) Guideline Sheet

Accepted Line Items

APPROVED	UNAPPROVED
• *Advertising/Graphics*[1]	• *Awards/Gifts* [3]
• Facilities/Equipment rentals	• *Decorations* [4]
• *Leadership/Assistance*[2]	• Electronics
• Retreats/Conferences	• Food
• Supplies	• Honorarium Payments
• Transportation	• Parking/Traffic Citations
	• Other [5]

PLEASE CAREFULLY NOTE:

[1]**Advertising/Graphics:**
> The BRC may approve requests for advertising/graphics **ONLY** if all publicity material contain the *"Paid for by USAC" logo*. More info: https://usac.ucla.edu/funding/sgausaclogos.php
> (A copy of any publicity materials must be attached to your requisition). This line item allows for the purchase of promotional attire such as t-shirts.
> An approved license vendor from the following link must be used:
> ***http://legacy.asucla.ucla.edu/licensing/licenseesA.pdf***

[2]**Leadership/Assistance:**
> The BRC may approve requests for leadership/assistance as means of support for named individuals who will provide leadership to the organization. All individuals requesting funds must provide a 100-word maximum paragraph per position detailing how this money will benefit them personally.

[3]**Awards/Gifts:**
> The BRC may **NOT** approve requests for awards, including but not limited to: trophies, plaques, engraving, picture frames, etc.

[4]**Decorations:**
> The BRC may not approve requests for decorations, including but not limited to: flowers, plants, candles, balloons, backdrops, confetti, etc.

[5]**Other:**
> For all other funding requests, please directly contact the Budget Review Director: usabudgetreview@gmail.com

How to Access Funds

Step 1 – Verify funds in your account	**BUDGET REPORT** To verify the funds in your account, you can view the weekly updated budget report by following the link below: http://students.asucla.ucla.edu/funding/sgainstructions.php Once you have access to the budget report, press "Ctrl + F" or "Command + F" to bring up the search tool, type in your organization's name or your organization's 4 digit account number.
Step 2 – Submit Signatory form to SGA	**SIGNATORY FORM** Your organization must complete and submit a signatory form to allow your organization officers to sign off on requisition forms. This form will be valid for the full academic school year, your organization only needs to turn it in once per year. You must SUBMIT this form to the Student Government Accounting Office (SGA), located in Kerchkoff Hall 332. Please pick up a form in SGA or download and print: http://students.asucla.ucla.edu/funding/sga/signatory.pdf
Step 3 – Complete and sign a requisition form	**REQUISITION FORM** In order to access your funds, you must fully complete and sign hard copies of a requisition form, which you can pick up from SGA (KH 332) or BRC's Office (KH 300B). To learn how to fill out a req, please click: **http://students.asucla.ucla.edu/funding/sga/req.pdf** Also, to see more examples on how to fill out a req. form: http://students.asucla.ucla.edu/funding/sgaexamples.php ALL REQUISITIONS REQUIRE 2 SIGNATURES: 1) Organization's Signatory (as indicated in signatory form) 2) USAC Budget Review Director (KH 300B) Please turn in your req and all supporting documentation into mailbox #24 in Kerckhoff Hall third floor to the USAC BRD who will review and sign your req, and then time-stamp and turn it into SGA for processing.
Step 4 – Pick up your check or fix mistakes.	**CHECK REGISTRAR** When your requisition form has been processed and your check is ready for pickup or has been mailed, it will be listed here: https://tinyurl.com/y7844kjh **PROBLEM REQS** If there is a problem with your requisition, it will not be processed until you come into SGA and resolve the issue and will be listed here: https://tinyurl.com/y9n35223 **BE SURE TO REGULARLY CHECK THE REGISTRAR TO KNOW WHEN YOUR REQUISITION FORM HAS BEEN PROCESSED OR IF YOU NEED TO MAKE A CORRECTION.**

Deadline for SOOF Reqs

All SOOF requisitions are due **Friday of 10th Week** of spring quarter.
We encourage you to submit reqs immediately after incurring the expense to avoid delays in payment.
Requisitions submitted after the deadline may not be considered for approval and will not have priority.

For all questions about reqs, please visit SGA: **Mon-Fri 11am-5pm in Kerckhoff 332**	For questions about SOOF, email: **usabudgetreview@gmail.com**