



USA/BOD Programming Fund Guideline Sheet

Accepted Line Items

APPROVED	UNAPPROVED
<ul style="list-style-type: none"> • Advertising/Graphics¹ • Facilities/Equipment rentals • Food² • Honoraria³ • Props/costumes⁴ • Supplies • Transportation 	<ul style="list-style-type: none"> • Awards/Gifts⁵ • Decorations⁶ • Electronics • Parking/Traffic Citations • T-shirts/clothes • Other⁷
<p align="center">PLEASE CAREFULLY NOTE:</p>	
<p>¹Advertising/Graphics: The BRC may approve requests for advertising/graphics ONLY if all publicity material contain the <i>"Paid for by USAC" and/or the ASUCLA Logo (phrase)</i>. More info: https://usac.ucla.edu/funding/sgausaclogos.php (A copy of any publicity materials must be attached to your requisition) An approved license vendor from the following link must be used: http://legacy.asucla.ucla.edu/licensing/licenseesA.pdf</p>	
<p>²Food: The BRC may approve requests for food ONLY if they are <i>intended for non-UCLA guests</i> (e.g. visiting K-12/transfer students, conference attendees, culture night audience, etc.)</p>	
<p>³Honoraria:</p> <ul style="list-style-type: none"> • For all honorarium payments less than \$2,000, attach: <ul style="list-style-type: none"> ○ ASUCLA Performance Agreement, available on the USAC website ○ IRS W-9 (No substitutes) • For all honorarium payments \$2,000 and above, attach: <ul style="list-style-type: none"> ○ ASUCLA Contract, available from Student Union Event Services, Ackerman Union A-Level. Speak to the contracts liaison manager or call (310) 825-0788. ○ IRS W-9 (No substitutes) • For all payments made to foreign person(s), attach: <ul style="list-style-type: none"> ○ IRS W-8BEN • Extra Notes: <ul style="list-style-type: none"> ○ All honorarium payments above \$1,500 may be subject to a <i>Non-Resident State Tax Withholding</i> of 7% AND/OR, regardless of the amount, a <i>Non-Resident Federal Tax</i> withholding of 30%. ○ SGA cannot legally provide tax advice or make suggestions to employees or potential performers. Please visit http://www.irs.gov for tax information. 	
<p>⁴Props & costumes: The BRC may approve requests for props/costumes + t-shirts/clothes if they are NOT considered <i>promotional attire</i>. (Props and costumes cannot be used for promoting the event).</p>	
<p>⁵Awards/Gifts: The BRC may NOT approve requests for awards, including but not limited to: trophies, plaques, engraving, picture frames, etc.</p>	
<p>⁶Decorations: The BRC may not approve requests for decorations, including but not limited to: flowers, plants, candles, balloons, backdrops, confetti, etc.</p>	
<p>⁷Other: For all other funding requests, please directly contact the Budget Review Director: usabudgetreview@gmail.com.</p>	

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 – 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) Any member from your organization 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 3 – 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 USA/BOD Programming Reqs

All requisitions are due **Friday of 10th Week** in the quarter that your program/event occurred.

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 USA/BOD Fund, email:
usabudgetreview@gmail.com