



# **AS STUDENT ORGANIZATION FUNDING HANDBOOK**

**By the Students, for the Students!**

# AS STUDENT ORGANIZATION HANDBOOK

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## DEFINITIONS AND KEY TERMS

Terms	Definitions
<b>Independent Contract</b>	A contract, where the payee/performer completely fulfills the service agreed upon in the contract. The contract must be turned in with the appropriate tax forms, with all the signatures and information correctly filled out, before check will be issued to payee/performer.
<b>Independent Contractor Requisition Form</b>	A request for an Independent Contract. It does not replace an Independent Contract, and a performer should not accept an Independent Contractor Requisition Form in place of an Independent Contract. The Requisition needs prior approval before an Independent Contract can be generated.
<b>Purchase Order (PO)</b>	Functions like a promissory note where the vendor provides the service agreed upon in the PO and gives the company an invoice. Once an invoice is received by the AS Accounting Office with a completed Check Requisition Form, a check is processed and sent to the vendor.
<b>Requisition &amp; Approval Form</b>	A request for a PO. It cannot replace a PO and a vendor should not accept a Requisition & Approval form in place of a PO. The Requisition needs prior approval before a PO can be generated.
<b>Signature Authorization Form</b>	Needed to give a representative of a Student Organization the authority to use available funds on the organization's behalf.

## CONTACT AND BACKGROUND INFORMATION

### **Section 1. AS Business Offices.**

For information on the following, contact the AS Business Office:

- Applying for funding
- How much funding your organization can apply for
- How to spend your funding
- How much funding was allocated to your organization
- Activating your organization's AS account
- Downloading the AS logo for your flyers/ promotional materials

**AS Business Office**  
1650 Holloway Avenue  
Cesar Chavez Student Center, **Room M-106**  
San Francisco, CA 94132-4153  
Phone: (415) 338-2309  
Fax: (415) 338-0522  
Email address: [businessoffice@asi.sfsu.edu](mailto:businessoffice@asi.sfsu.edu)  
Website: <http://asi.sfsu.edu>

**Section 2. AS Accounting Office.**

For information on the following, contact the AS Accounting Office:

- Picking up the payment form
- Picking up your check
- Checking your organization's account balance

**AS Accounting Office**  
1650 Holloway Avenue  
Cesar Chavez Student Center, **Room C-138**  
San Francisco, CA 94132-4153  
(415) 338-7362

**BASIC STUDENT ORGANIZATION RESOURCES**

**Section 1. Organization Funding Q&A.**

**What is the purpose of AS Student Organization funding?**

The purpose of AS Student Organization funding is to support San Francisco State students in their endeavors to increase the quality of campus life and learning. AS allocates \$100,000 to a budget for each fiscal year (July 1st - June 30th) for events and activities that enhance the student experience and \$25,000 to graduation celebration events that recognize the achievements and special traditions of historically underrepresented cultural groups. **Please note that funding is not guaranteed, Associated Students allocates funds on a first-come-first-serve basis, and until the funds run out.**

**Who is eligible?**

All official Student Organizations recognized by Student Activities and Events (SAE) at San Francisco State are eligible to request funding from AS. The amount that can be requested will depend on the number of consecutive years that the Student Organization has been awarded funds from AS.

**How much is your organization eligible for?**

Category	Historical Event	Special Event	Operational	Maximum Cap
Group A	Up to \$4,000	Up to \$500	Or up to \$500	\$4,500
Group B		Up to \$1,500	Or up to \$500	\$1,500
Group C		Up to \$1,000	Or up to \$500	\$1,000
Group D		Up to \$500	Or up to \$500	\$500

Group A= Groups which host AS recognized historical events

Group B= Groups which have earned higher priority by being awarded funding for multiple years

Group C= Groups which applied and were awarded funding for the first time last year, and are requesting funding in their second year

Group D= New organizations (applying for funding for the first time)

### What is AS Student Organization funding used for?

1. *Performance/Speakers' Fees.* Funds may be used to pay an honorarium to any speaker, performer, or performance group.
2. *Facility Charges.* Funds may be used for room rental within the SFSU campus with the exception of Historical Events and Cultural Graduation Celebrations. Facility management charges for items such as tables, chairs, trash cans, etc; university police or security; and technician needs.
3. *Publicity.* Funds may be used for the printing of materials and the publicity of an event or activity funded by AS.
4. *Food/Catering.* Funds may be used to pay for food provided for the event/activity.
5. *Supplies.* Funds may be used for materials in conjunction with a specific activity/event, or for general office supplies for the operation of the club such as brochures, business cards, club letterhead, etc.

### What is AS Student Organization funding NOT used for?

1. Purchase of alcoholic beverages.
2. Salary, stipends, or wages to organization officers, members, or SFSU students or staff.
3. Travel or travel related expenses for organization officers, members, or staff.
4. Office furniture, electronic equipment, or clothing items (such as club t-shirts, etc).
5. Direct donations to another entity or individual outside of the SF State campus.
6. Advertising or operation of events that take place outside of the SF State campus or Downtown SF State Campus.
7. Departments, lecturers, and/or materials related to the instruction of a course.
8. Department based graduation celebration events, since it is an event that is not open to all SF State students.
9. Registration, fees, tuition, travel costs, and/or other related charges for any course, seminar, instruction, and/or workshop that provides academic units.
10. Retroactive funding for an event that took place prior to funding being awarded.
11. Projects or equipment for national competitions, since organizations should seek funding from SFSU departments.

## Section 2. Event Planning for Student Groups.

Take a minute to read through the following to better understand the ins and outs of campus event planning.

### (1) **Event Planning Checklist**

- Is the event location available?
- Have you made and sent invitations to members?
- Do you have a way to advertise to the student body as a whole?
- Have you set up accommodations for special speakers or performers?
- Do you have a permit for the type of food you're offering at the event?
- Have you assessed potential risks and safety concerns?
- Are there enough trash cans and recycling bins for clean up?
- Do you have a backup plan, rain or shine?
- Did you make sure volunteers show up at least an hour early to help set up?

**(2) Publicity for Your Event (Options from free to pricey)**

- Campus Calendars –submit your event to AS and SAE campus calendars.
- Class presentations –Ask your professors for a few minutes before class starts to announce your event.
- Tabling –Passing out information in front of the Student Center is a great way to reach out to large audiences.
- Social Media –Spread buzz about your event through Facebook, Twitter, Instagram, or other social networking websites.
- Campus newspaper coverage –Email students writing for the Golden Gate Xpress and ask if they'd be willing to advertise and cover your event.
- Posters and Handbills –There are over 100 bulletin boards across campus; think through which ones will reach your desired audience.
- Press Releases –consider submitting a formal press release to the local San Francisco news sources.

**(3) Planning and Prices**

All money provided through AS Student Organization allowances must be used with on campus vendors, unless other arrangements have been made **prior** to funding approval. To find an estimate for the cost of what you need, contact the commonly used vendors listed below. The Student Organization Funding Council (or Finance Committee if the Student Organization Funding Council is not available), hereby called the SOFC, reviewing your application will be well versed in the actual cost of products and services before your presentation, so you should be too.

Products/Services	Vendor	Address	Phone #
Office Supplies	SFSU Bookstore	1650 Holloway Ave, SF, CA 94132	415-338-2665
Office Supplies	Staples (Contact AS staffs for how to do it)	Student Center, Rm M-106	415-338-2309
Event Supplies (tents, table, chairs, etc)	SFSU Plant Operation	1600 Holloway Ave, SF, CA 94132	415-338-1568
Security	Dept of Public Safety	1600 Holloway Ave, SF, CA 94132	415-338-7200
Publicity	Campus Copy Center	Student Center, Rm M-110	415-338-2434
Venue/Space	AS Meeting & Events Services	CCSC, Rm T-123	415-405-0723

**Section 3. Fundraising 101: Suggestions and Resources.**

**(1) Planning Stages**

1. Start with a specific, targeted fundraising goal.
2. Be creative and choose an event idea that is fun and will catch people's attention.
3. When you have the particular ideas your collective group would like to pursue, develop a realistic budget of expenses and revenues to be sure that you will make enough money to justify the cost of the event.
4. Set a date for the event and begin the planning and publicity processes.

**(2) Characteristics of a Successful Fundraising Event**

- It happens at regular intervals (annual, quarterly). People come to expect it.
- It appeals to a large, broad audience.
- It performs a needed service.
- It is based on a tradition.
- It is well-publicized. People well outside of your organization know about it.
- It brings your community or group together.
- There is little overhead cost.
- It encourages people to interact.
- It capitalizes on the talents of your group.
- It commemorates a meaningful time or place for your community or organization.

### (3) Things to Know

**Food sales, giveaways, and tabling:** Student Organizations may schedule and obtain both a tabling permit and a food sale permit through SAE (Student Activities Events).

**Department Association/Co-Sponsorship:** Student Organizations can sometimes receive help from various University offices and departments.

**Vendor Program:** SAE (Student Activities Events) will facilitate connecting vendors with recognized Student Organizations to serve as their sponsor while on campus. The program benefits both the vendor and the Student Organization by providing financial support for their club operations and programs.

*(Find out more about these funding options at the SAE website: [www.sfsu.edu/~sicc/](http://www.sfsu.edu/~sicc/)).*

## SUBMITTING FUNDING REQUESTS

### Section 1. Timeline for Submitting Funding Requests.

**Step One:** Go to [asi.sfsu.edu](http://asi.sfsu.edu) and click on Associated Students, then choose the Business Admin & Finance tab of the drop down menu. Under downloads, click on the appropriate form to apply for funding. Associated Students staff will inform you if your application for funding has been received. *(If you do not hear back from AS within 3 business days of your application, please contact [businessoffice@asi.sfsu.edu](mailto:businessoffice@asi.sfsu.edu))*



**Step Two:** The AS Business Office will contact you by phone/email with the meeting time and date for your budget presentation. A representative from your organization must attend the SOFC meeting to present the event's information and budget to the Committee or council. *(We may ask you to bring written proof of your organization's registration from SAE)*



**Step Three:** The SOFC will review your request and recommend funds for the event to the AS Board of Directors.



**Step Four:** Upon funding approval by the Board of Directors, you will be contacted via phone/email from the Vice President of Finance. At this time, your organization may activate an account in the AS Business Office and begin to spend allocated funds. Awarded funds can only be used on purchases made **after** approval.

## **Section 2.      The “SMART” Preparation Checklist.**

The AS SOFC uses predetermined factors to judge the potential value of a proposed event. During funding request presentations, members will be asking questions and actively listening to determine the necessary budget for your organization’s event or operations. Use this “SMART” preparation guide to begin building evidence to demonstrate how the events and activities hosted by your organization will be Significant, Measurable, Accessible, Reputable, and Timely.

### ✓ **Significant**

AS prioritizes funding for events and activities that have a significant purpose or cause. To demonstrate the significance of your event, provide the committee or council with any statements, advertisements, or news articles that describe the purpose of your organization, the number of members and non-members who will be involved, and the justification for any expenses incurred. How will your organization and events enhance campus life and improve the student experience at SF State?

### ✓ **Measurable**

On the Funding Request Form, you must give the time and date of the event being proposed along with any flyers, posters, or other marketing materials in progress which will advertise the event to the student body at-large. Once funding is approved, you must demonstrate how the AS logo will be featured on your marketing materials to advertise AS’s co-sponsorship. In the space provided on the form, give precise estimates for the cost of products and services needed for the proposed event or activities. Members of the SOFC are well versed in typical costs, as hundreds of Student Organizations apply for funding every year.

### ✓ **Accessible**

AS is obligated to ensure that all events supported by AS funds are at low or no cost to the student body, featured on campus, and open to all students regardless of gender, race, religion, disability, sexual orientation, or other similar factors. AS does not support any events or activities that may be perceived as exclusive, discriminatory, or culturally insensitive.

### ✓ **Reputable**

There are three tiers of funding which are predetermined by an organization's reputation and history with AS and the University. To meet the first and most basic “reputation” requirement, an organization must be registered with SAE (Student Activities and Events) and be officially recognized by the University. Once this step has been completed, any new organization is automatically eligible for up to \$500 as a first time applicant. Organizations that have been applying for, received, and utilized funding through AS for the past three consecutive years at least meets the second reputation requirement, and are eligible for a maximum of \$1,500. Organizations in the top tier, or “historical cultural organizations”, have been receiving funding from AS for 10 or more years, and host events that have an important cultural significance to the reputation and legacy of generations of students at San Francisco State University. Organizations seeking to obtain historical status for their event must apply and be approved by the Board of Directors.

### ✓ **Timely**

AS allocates funds on a “first come, first served” basis. Organizations may apply for funding as early as they’d like, and **MUST apply AT LEAST 42 calendar days (or 6 weeks)** in advance when possible to ensure at least one month of preparation.

## **Section 3.      Important Deadlines.**

**2nd Friday of February:** LAST DAY TO SUBMIT FUNDING PROPOSALS FOR ALL SPRING SEMESTER EVENTS AND GRADUATION CELEBRATIONS!

**Last Business Day of May:** Last day for Student Organizations to submit Requisitions for Purchase Orders and Independent Contracts. Last day for Operation, Event, and Historical Event funding expenditures.



**Last Business Day of May:** All outstanding Purchase Orders for Student Organizations events and Graduation Celebration events expire.

**June to August:** Student Organizations can no longer spend allocated funds from Associated Students.

Organization must submit a completed Funding Request Form at least **42 calendar days** (or **6 weeks**) prior to the date of their event. For example, if an event takes place on November 1<sup>st</sup>, you must turn in your application for funding for the event by September 15<sup>th</sup>.

## AS STUDENT ORGANIZATION FUNDING POLICIES AND PROCEDURES

### Section 1. Introduction.

- a. As a strategic objective to achieve or maintain fiscal efficiency, “Associated Students is committed to implement and maintain effective fiscal policies and procedures, including improvements in the allocation and disbursement process of the various components of the budget and procedures to ensure adherence to all pertinent accounting principles and best business practices.”
- b. Associated Students (AS) strongly believes that student organizations are essential to this University's development and understanding of the diverse populations of student life and composition. As a result, the funding guidelines set forth below are designed to:
  - i. Insure fairness and impartiality to all participating student organizations regarding funding allocation.
  - ii. Insure that funds will be allocated to student organizations for events that will most directly benefit current SF State students. In addition, to supporting those that benefit others and the greater campus community.
  - iii. Insure that the funds will be used to educate and empower the campus community.
- c. Both the Finance Committee and the Student Organization Funding Council have the authority to allocate money to Student Organizations, and must follow the process outlined in this policy, referenced in section 3.

### Section 2. Funding Guidelines for Organizations.

- d. Student Organizations applying for funding must be officially recognized by SAE (Student Activities and Events). AS may request organization to bring proof of registration with SAE to the budget presentation to the SOFC.
- e. Funding will be allocated to student organizations for individual events/activities that will most directly benefit current SF State students. AS co-sponsored events must be open to and welcoming of all SF State students.
- f. AS Acknowledgment – All events funded through AS fees should acknowledge the funding of the event by the Associated Students. The AS logo should be included on all printed materials. In order to make compliance easy, the logo can be downloaded from the AS website at *asi.sfsu.edu*
- g. AS funds may be spent on campus locations only. Off-campus vendors can only be utilized with approval from the AS Business Office prior to expenditure.
- h. **AS does not dispense funds in the form of checks or cash to any Student Organization, and we cannot reimburse money that has already been spent prior the approval for funding.** Student Organizations spend the money by way of Purchase Orders and Independent Contracts through Requisition forms. In addition, AS funds student organizations on a first come, first serve basis.
- i. In order to request funding from AS, the organization requesting funding must provide the SOFC with the actual or estimated budget of the event and the itemized budget for the amount being requested.

- j. Organization and Graduation Celebration Allowances are proactive funding sources; money spending prior to actually being funded by Associated Students of SF State University will not be refunded.
- k. Organizations applying for funding must be officially recognized by SF State University's SAE (Student Activities and Events)
- l. Associated Students will assist logo usage on publicity. Furthermore, 1) all publicity must include "Co-sponsored by Associated Students, SF State" on the front page and include an AS logo (logo can be obtained from the AS Business Office). In the event an activity is funded where the above publicity conditions cannot be implemented due to time constraints or other extenuating circumstances, a poster stating AS sponsorship recognition with an AS logo should be displayed at the event (See Attachment B, pg. 17). The use of the Associated Students Logo represents your acknowledgement that all money received for such event is coming directly from the fees that all students pay towards Associated Students.
- m. If two or more organizations request for funding for the same event, monies will be allocated to the organization with the longest history of sponsoring the event. An event can only be funded once through one organization only. In cases such as this, a Memorandum of Understanding (MOU) will be written between Associated Students and the student organization stipulating that it is a collaboration effort between two or more organizations towards one event, and that all funding granted by Associated Students will be given to one of the involved organizations. Refer to attachment 1 for a sample of a MOU.
- n. Funding Request Form must be submitted through OrgSync or to Associated Students Business Office, Room M-106, no less than 6 weeks (42 calendar days) prior to an event.
- o. Operation and Special Event Funding.
  - i. New Special Event is defined as event that AS 1) did not fund in the past two consecutive fiscal years or 2) never funded before. Student Organization requesting for Special Event Funding for new event are eligible to receive up to \$500, depending upon fund availability.
  - ii. Recurring event is defined as event that AS has funded in the last two consecutive fiscal years.
  - iii. If the recognized organization receives both Historical Event and Historical Cultural Graduation Celebration funding from Associated Students, they may be eligible to receive additional funding up to but not exceeding \$500 to spend on Special Event and Operating cost for the fiscal year.
  - iv. If the recognized organization is qualified Historical Event and/ or Historical Cultural Graduation Celebration funding from Associated Students, they may be eligible to Graduation Celebration Event, and has received \$500 funding in the previous year, the organization is eligible to receive funding up to but not exceeding \$1,000 to spend on Special Event and Operating cost for the fiscal year. receive additional funding up to but not exceeding \$500 to spend on Special Event and Operating cost for the fiscal year.
  - v. If the recognized organization is not qualified for Historical Event and/ or Historical Cultural
  - vi. If the recognized organization is not qualified for Historical Event and/ or Historical Cultural Graduation Celebration Event, and has consecutively received funding from the previous two years, the organization is eligible to receive funding up to but not exceeding \$1,500 to spend on Special Event and Operating cost for the fiscal year.
- p. Recognized Historical Events are eligible to receive funding up to but not exceeding \$4,000 to spend on publicity, honorarium, venue, insurance, security, hospitality and supplies.  
In order to receive funding as a Historical Event, the event must:
  - i. Be approved and recognized as a Historical Event by Associated Students Board of Directors.
  - ii. Be hosted by the organization that it was most recently approved under as a historical event.
  - iii. Be planned and carried out by a student organization of SFSU.
  - iv. To qualify as a Historical Event please refer to the following definition: "A Historical Event is an event that has taken place on campus and been funded by Associated Students for ten (10) or more consecutive years, and must be available at no charge to all students at San Francisco State University. Historical events strive to educate and empower the campus community, regarding the diverse, cultural, political, social, and economic history of movements, and actions of social justice.

- v. However; if an organization's event has historical status but does not have the event any given year, the organization qualifies to request only half of the maximum historical cap the next year. An organization can retain their historical status by putting on their event the consecutive year, which will make them eligible for the full cap.
- vi. And if organization's historical event did not receive historical funding for two consecutive years from AS, then the organization's historical event will lose historical funding status, and will receive a special event maximum funding cap of \$1,500. An organization can redeem its historical funding status by consecutively putting on their events for 10 years straight and by reapplying for historical status when they reach the 10-year mark.

**IMPORTANT: Associated Students will not be approving any new Historical Events until further notice.**

- q. Only Associated Students recognized Historical Events or Student Organization Events that are sponsored by their SFSU Department may apply for off-campus funding if they carry insurance for the event that names Associated Students, Incorporated as co-insured or is covered by the sponsoring Department's insurance. If this condition is not met, then AS will not sponsor off-campus funding.
- r. Historical Cultural Graduation Celebrations are eligible to receive funding up to but not exceeding \$5,000 to spend on publicity, honorarium, venue, insurance, security, hospitality and supplies. The Historical Cultural Graduation Celebration Fund is created to celebrate higher education accomplishments for underrepresented students. The following criteria must be fulfilled to qualify for Historical Cultural Graduation Celebration funding:
  - i. The event must be hosted by the organization that it was most recently approved under as a historical event.
  - ii. The event must be held during the Spring Semester--from March to May for the fiscal year.
  - iii. If there are 20 or more graduating students for the academic year then the maximum cap will be funded for the Historical Cultural Graduation Celebration. If there are less than 20 graduating students for the academic year then 25% of the cap will be funded.
- s. Organizations cannot transfer nor use funds between categories (Operation, Event, Historical Event and Graduation Celebration), since the fund was specified for the particular event/category.
- t. Fund shall revert to Organization Allowance if organization did not:
  - i. Spend any of the allocated funds for the proposed event
  - ii. Held the event within the time frame stated in the proposal
  - iii. Comply with ASI best business practice; i.e. meet deadline dates, turn in supporting documents prior to event...etc.
- u. If it is determined that a violation of the Student Organization Funding policy has occurred, the violator(s) shall be informed of this by the Associated Students Business & Administration Office. The SOFC may recommend sanctions on current and/or future allocations.

### **Section 3. Funding Procedure.**

- v. Prior to consideration of a funding request by student organizations or clubs, the organization must complete and submit through OrgSync or to the Associated Students Business Office a "funding request packet (Operation, Event, Historical Event or Graduation Celebration Event)" that includes all requested information, including an accurate and detailed budget for the event for which funding is requested, and any other supporting documents and/or flyers.
- w. Per the Student Organization Funding Handbook, The SOFC, shall review the student organization funding request proposal.

Similar to the different funding levels that organizations are eligible for (Group A, B, C, D), there are

thresholds of funding requests that can be either approved or denied immediately by the SOFC or need to be recommended to the Board of Directors for either approval or denial. Both the Finance Committee and the SOFC can review student org funding requests and follow the following procedure. Depending on the amount of the funding requested, there are different procedures for reviewing and approving the request. The thresholds are as follows:

- i. Requests up to \$500: The Chair of the SOFC will review the funding request proposal and present it to the SOFC with a recommendation. The SOFC has the authority to either approve or deny the request and does not have to go to the Board of Directors for approval. The student organization is **not required** to present their event and budget to the SOFC.
- ii. Requests that are \$501 - \$1500: The student organization **is required** to present their event and budget to the SOFC. The committee or council has the authority to either approve or deny the request and does not have to go to the Board of Directors for approval.
- x. Requests that are \$1501 or more: The student organization **is required** to present their event and budget to the SOFC. The SOFC will then provide a recommendation to the Board of Directors to either approve or deny the funding request proposal.
- y. All stipulations established by the Associated Students must be met before funds can be released. Funding will not be available for purposes not specified by AS.
- z. All events or activities funded by the Associated Students must be completed no later than the last business day of May of the current fiscal year. This is to ensure the business and accounting offices have ample time to process all paperwork, including check requisitions, purchase orders, etc.

#### **Section 4. Authority of Amendment.**

This policy may be amended or replaced, in whole or in part, by a two-thirds (2/3) affirmative vote of the Board of Directors.

## **AFTER APPROVAL: HOW TO USE FUNDING ALLOCATIONS**

#### **Section 1. Activating an Account.**

##### **(1) Organization Activities Account**

Student Organizations that receive funding from Associated Students may begin to use their funds provided that the organization has submitted the following forms:

- Student Organizations registration form from the SAE (Student Activities and Events) located in Student Services Center # 206.
- Authorized Signers must sign original form. The names on the signature form will be the only representatives who can:
  - Sign requisitions form for Purchase Orders/Independent Contracts\*
  - Turn in the Requisitions form for Purchase Order/Independent Contract
  - Pick up the Purchase Order/Independent Contract

Please Note: Each time an organization wants to use their AS subsidized funds an authorized representatives must sign the Check Requisition Approval or Independent Contractor Requisition form. The AS Business Office will verify the signature upon receipt of the form\*.

## **Section 2.      How to Spend Allocated Funds.**

**Please come to AS Business Office, room M-106 to discuss how to spend your funds for your event, such as using appropriate forms and submitting complete paperwork to facilitate payment to vendor or performer.**

**IMPORTANT: AS does not dispense funding in the form of checks or cash to any Student Organizations. To use the funds your organization has been allocated, you must fill out an appropriate form.** Check, Purchase Orders and Independent Contracts requisition forms are the means by which expenditures for AS businesses are done.

### **What a Check Requisition and Purchase Order are used for:**

- Purchasing products (see Expenditure Guidelines page)
- Office supplies, banners, pens, paints, marker...etc.
- Space/facility rental, Renting tables/chairs, Copies, Advertising
- Picking up orders (food) or online purchases
- Reimbursement is possible if you get advanced approval from our office

**Step 1:** Obtain an invoice from the vendor, pick up and fill out a Check Requisition Approval form from the AS Business & Administration office M-106.

**Step 2:** Fill out the necessary information (see sample), including an itemized list of what needs to be purchased. Do not forget the vendor information. If you need assistance, please call ext. 82309.

**Step 3:** It's mandatory that one of the Authorized Signer turns in the Check Requisition Approval form, and signs it in the presence of the AS Business & Administration office staff(s). The staff member will verify that your organization has funds in the account to be charged, and that the account number has been filled in. Please retain a copy for your records. This copy serves as a receipt and helps to avoid duplicate expenditures.

**Step 4:** It takes between 7-10 working days to process the Check Requisition Approval form, so please plan at least 2 weeks ahead.

**Step 5:** In order to pay the vendors, the appropriate tax forms (W-9) must be filled out, and turned in with an **original** invoice billed to the student organization, and must be submitted to the AS Accounting Office, **C-138**. If the vendor gives the original invoice to a member, that organization's member is responsible for turning in the invoice to the AS Accounting Office, C-138. **Once the original invoice and completed tax form(s) are received, then and only then will the invoice be processed for payment within 7-15 working days.** For questions and comments, please call ext. 82309(on-campus) or (415) 338-2309, email address: [businessoffice@asi.sfsu.edu](mailto:businessoffice@asi.sfsu.edu)

## **Section 3.      Postage.**

All mail must go through the AS Business & Administration office as we distribute daily mail into the student organization and AS program inboxes. The Business Office staff will log all outgoing mail. All mail must have AS Corporate Address in the left hand corner of the envelope.

**Associated Students of SF State University**  
1650 Holloway Avenue, CCSC, M-106  
San Francisco, CA 94132-4153

### **(1)      Programs:**

AS pays for Program postage. This is a courtesy service of the Associated Students. A Program representative needs to bring the mail to the AS Business Office in room M-106. Please pre-count all letters and flag them with the number of letters on the top of the mail.

### **(2)      Student Organizations:**

The AS Business Office deducts the postage charge from the funding provided to Student Organizations. Please verify that the Organization has enough funding to cover the postage. An Organization

representative needs to bring the mail to the AS Business Office. Please pre-count all letter and flag them with the number of letters on top of the mail.

Labels are available for purchase at \$1.00 per sheet. If an organization prefers to generate its own return address labels, please use the returned address below:

Student Organization Name  
**c/o Associated Students**  
 San Francisco State University  
 1650 Holloway Avenue, CCSC, M-106  
 San Francisco, CA 94132-4153

**Section 4. Bulk Mailing Process.**

The AS bulk mailing policy must be fulfilled with the following criterion:

- Minimum of 200 standard letters
- The AS Business Office must be notified at (415) 338-2309 or (ext. 82309 on campus) or by email [businessoffice@asi.sfsu.edu](mailto:businessoffice@asi.sfsu.edu) that an organization needs to do mass mailing.
- Must have “Associated Students” return address stamped in the upper left hand corner
- All envelopes must be sealed
- If sending brochures/newsletters, it must be sealed with tape or a sticker—no staples
- Must be bound in groups of 25
- Must be brought to our office prior to 12:00pm.

The processing time for bulk mailing is 3 to 4 weeks.

**AUXILIARY BUSINESS SERVICES (ABS)**

Location	New Administration (NADM), 3 <sup>rd</sup> Floor, Room 358-C
Check pick-up	University Disbursements, NADM, Room 358, ext.82605
Hours of operation	8AM to 5PM
Internet	<a href="http://fiscaff.sfsu.edu/departments/auxacct/">http://fiscaff.sfsu.edu/departments/auxacct/</a>
Online account access	All day until 4PM (subject to seasonal fluctuation)

**Section 1. Disbursement (checks).**

- We process checks only on Tuesdays.
- The university prints checks overnight.
- *Checks are available to be picked up on Wednesdays after 1pm.*
- Photo I.D. is required to pick up checks.
- Checks are disbursed by the AS Accounting Office.

**Lead Time** is the time it takes for paperwork to be delivered to the AS Accounting Office; processed and approved by Associated Students Business & Administration office; delivered to Auxiliary Business Services and processed by Auxiliary Business Services. (Remember, we don’t write checks daily—allow for our processing schedule!). Allow 5 to 10 working days.

If you need a check by a certain date, let the AS Accounting Office staff know. We cannot release the check without approval from the Executive Director, but the advance notice gives us additional time to input the data.

**Section 2.        Statements.**

We issue financial statements monthly. They're usually available by mid-month (for the prior month). We distribute them at the Board of Directors meeting.

**Section 3.        Vendor Data Record.**

**(1)        Non-Employee Compensation (Vendors /Independent Contractors)**

AS Programs and student organizations hire Vendors or Independent Contractors for a variety of activities. Most typically they are performers, speakers, caterers and professional consultants or vendors.

Vendor Data Record a.k.a. 590 Certificates: State law requires that all contractors must testify to their residency on the 590 form. This puts the legal burden on them and removes it from ASI (See Non-Resident Withholdings section below).

Vendor Data Record a.k.a. W-9 Requests for Taxpayer Identification Number and Certification: This is required of all vendors. This is how the vendors tell AS about themselves. Again, it puts the legal burden on them and removes it from AS.

1099 Returns: this is the form AS uses to report to the federal government the total compensation paid during the calendar year to an independent contractor.

However, only aggregate amounts of \$600 or more are reportable (regardless of the place of residency). It is critical that the personal identification information is accurate. The name and social security number must match that on their social security card.

**(2)        Non-Resident Withholdings (derived from the Franchised Tax Board)**

Payments made to non-resident (out-of-state) vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding at source. "At source" means at the point of payment.

Non-resident vendors performing services in California will have to up to 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A non-resident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address listed below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments.

For more information contact:

Franchise Tax Board  
Withhold at Source Unit  
Attention: State Agency Withholding Coordinator  
P.O. Box 651  
Sacramento, CA 95812-0651  
Phone: (916) 845-4900/ Fax: (916) 845-4831  
Website: <https://www.ftb.ca.gov/>

**FORMS**

Attachment A. Signature Authorization Form (p. 16)  
Attachment B. AS Co-Sponsored Flyer (p. 17)

Attachment A

**SIGNATURE AUTHORIZATION FORM**

(Please use blue/black pen and fill out this form *clearly*)

FOR: Fiscal Year 2018-19

\_\_\_\_\_  
Student Organization Name

I have read the AS Student Organization Handbook and understand that my organization is responsible for adhering to the policy, guidelines and deadlines within.

- ✓ **Funding Policy for Student Organizations**
- ✓ **Expenditure Guidelines** in the Student Organization Handbook
- ✓ **Deadline Dates:** May 31, 2019 is the last day for student organization to submit requisitions for "Operation, Special Events, Historical Cultural Events, and Graduation Celebration Events" expenditures.

The following persons are authorized to expend Associated Students funds allocated to the SF State University Student Organization for the current fiscal year. Allocated funds are only to be used for the official business and conduct of the said SF State University Student Organization.

\_\_\_\_\_  
\*Print Name of President

\_\_\_\_\_  
\*Print Name of Treasurer

\_\_\_\_\_  
\*Signature of President

\_\_\_\_\_  
\*Signature of Treasurer

\_\_\_\_\_  
Email Address (Print clearly)

\_\_\_\_\_  
Email Address (Print clearly)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Contact Phone Number

APPROVED BY:

\_\_\_\_\_  
Edina Bajraktarevic  
Assoc. Exec. Director Business, Admin. & Finance

\_\_\_\_\_  
Date

For SAE office use only:	Initial
SAE Registration Form <b>Signed</b>	
Same Name on SAE Form	

- \* Signatures also have to be on SAE Registration form to validate this signature forms  
Current Board member and AS staff cannot sign expenditures for the AS allocated fund to organization/club

Submit this form to AS Business Office, Room M-106 in Cesar Chavez Student Center Building

For Office Use Only: One (1) **original** signature form to Auxiliary Business Services, and make one copy for Accounting Office C-138.

Attachment B



This event was  
generously  
co-sponsored by:

**Associated  
Students  
San Francisco  
State University**



Web: [asi.sfsu.edu](http://asi.sfsu.edu)  
Twitter: @as\_sfstate  
Instagram: @as\_sfstate  
Snapchat: @as\_sfstate  
Facebook: asisfstate