Associated Students, Inc.

Recognized Student Organization Funding

FOR THE STUDENTS, BY THE STUDENTS

1

Overview

- Funding Overview
- Eligibility, Events, and Purchasable Items
- Funding Request
- Deadlines and Presentation at the Finance Meeting
- Receiving Reimbursement

FOR THE STUDENTS, BY THE STUDENTS

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Funding Overview

- ASI funds events hosted by recognized student organizations in order to plan and host diverse and engaging events to increase Cal State LA campus involvement and community
- ASI funding is on a first-come, first-served basis based on available funds
- ASI funding is on a reimbursement basis

Eligibility

Recognized and in good standing with the University

Eligible for up to $1,500 per academic year based on first come first serve bias of ASI available funds

Event Eligibilty

- **Approved Event** Registration Form from CSI on The Nest
- All events must be open to all Cal State LA students
- Only funds events based on the academic calendar: Fall Semester & Spring Semester

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Purchase Eligibility

- Funding Price List -
  list limits on hospitality, marketing, honorarium, equipment, and others
- Merchandise must be sweatshop free determined by the sweatshop-free list or confirmation from the company
- **Purchases must be made prior to the event**
- Not applicable to the "Prohibited Expenses" List in ASI Policy 204
  (next slide)

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Purchase Eligibility cont.

Prohibited Expenses - ASI Policy 204

- Utilities costs & Office supplies - unless specifically used for an event
- Alcohol, tobacco, marijuana, firearms, medications, or any controlled substances
- Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty and staff
- Tickets and travel to concerts, festivals, or theme parks are prohibited because of the inherent risks and liability
- Organization's or individual member's local, state, regional, or national membership fees
- Expenses associated with the membership recruitment of non-Cal State LA students
- Scholarships or scholarship donations
- Programs for the benefit of, or targeted to, non-Cal State LA Students
- Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students

FOR THE STUDENTS, BY THE STUDENTS

Finding & Using Examples

Past Finance Committee Meetings on the ASI Website

Ideas of events that could be funded, and submitted paperwork for said events

Some Examples:

- Funding Request 1 – Supplies

https://asicalstatela.org/sites/default/files/content/upload/2026/04/environmental-justice-club-5.05.26_redacted.pdf

- Funding Request 2 - Travel (Conference)

https://asicalstatela.org/sites/default/files/content/upload/2026/04/nigerian-student-association-4.24-4.26.26_redacted.pdf

- Funding Request 3 - Honorarium (Speaker)

https://asicalstatela.org/sites/default/files/content/upload/2026/03/msw-united-3.11.26_redacted.pdf

- Funding Request 4 - Marketing (Merchandise)

https://asicalstatela.org/sites/default/files/content/upload/2026/03/msw-united-3.16-3.23.26_redacted.pdf

- Funding Request 5 - Food & Gift Cards

https://asicalstatela.org/sites/default/files/content/upload/2026/03/acm-3.11.26_redacted.pdf

FOR THE STUDENTS, BY THE STUDENTS

Funding Distribution

Recognized Student Organizations can submit a funding request prior to the event, or after the event has occurred

Prior -

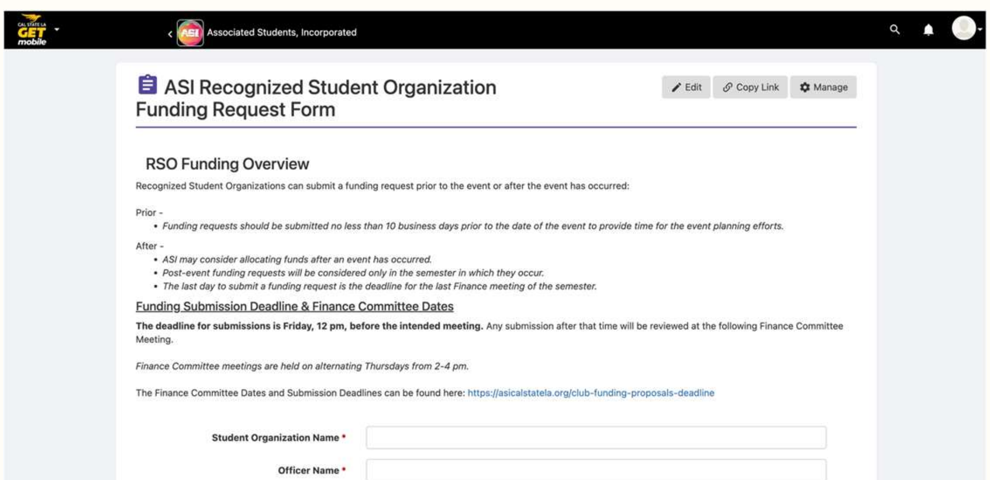
- Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.

After -

- ASI may consider allocating funds after an event has occurred.
- Post-event funding requests will only be considered in the semester when they occur.
- The last day to submit a funding request is the deadline for the last Finance meeting of the semester.

ASI Funding Request Form

On The Nest on GetMobile



ASI Recognized Student Organization Funding Request Form

RSO Funding Overview

Recognized Student Organizations can submit a funding request prior to the event or after the event has occurred:

Prior -

- *Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.*

After -

- *ASI may consider allocating funds after an event has occurred.*
- *Post-event funding requests will be considered only in the semester in which they occur.*
- *The last day to submit a funding request is the deadline for the last Finance meeting of the semester.*

Funding Submission Deadline & Finance Committee Dates

The deadline for submissions is Friday, 12 pm, before the intended meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting.

Finance Committee meetings are held on alternating Thursdays from 2-4 pm.

The Finance Committee Dates and Submission Deadlines can be found here: https://asicalstatela.org/club-funding-proposals-deadline

Student Organization Name *

Officer Name *

Funding Request Sections

- Student Organization & Officer Information
- Event Information
- Cost Breakdown
- Event Flier with ASI Logo
- Estimates and relevant invoices for the event(s)
  - Screenshots of the items or provide links

FOR THE STUDENTS, BY THE STUDENTS

Officer Information & Event Information

- Make sure the given contact information is regularly checked
- **The event must be approved prior to requesting ASI funding**
  - **Attach the approved Event Registration Form**
- **All event information must match with the Event Registration Form**
- For expected attendance, use whole number estimates (e.g., 15, 50, & not 30-50, 50+)
- Fill in the information as requested -
  - Briefly describe the event
  - How will this program enhance the Cal State LA experience?

FOR THE STUDENTS, BY THE STUDENTS

Cost Breakdown: Overview

- Select the section(s) that best describe what your student organization is requesting funds for:
  - Hospitality: food
  - Honoraria/Contracts: speaker
  - Marketing: merchandise, flyers, marketing supplies
  - Travel
  - Other: supplies, decorations, rental equipment, etc.

ASI shall fund 50% of expenses when an event is a fundraiser or if the student organization is charging for attendance/participation

Cost Breakdown - Hospitality

Based on actual student attendance, ASI will fund up to:

Snacks: $7.00
Catered Meals: $15.00

<u>Event catered by Golden Eagle Hospitality (UAS)</u>
Requires a Banquet Event Order (BEO) form instead of a food permit

<u>Food and drinks bought by the student organization</u>
Requires signed food permit & food handler certificates

CAL STATE LA

Temporary Food Permit Request Application

CERTIFICATE OF COMPLETION

This is to certify that

[redacted]

has completed the course

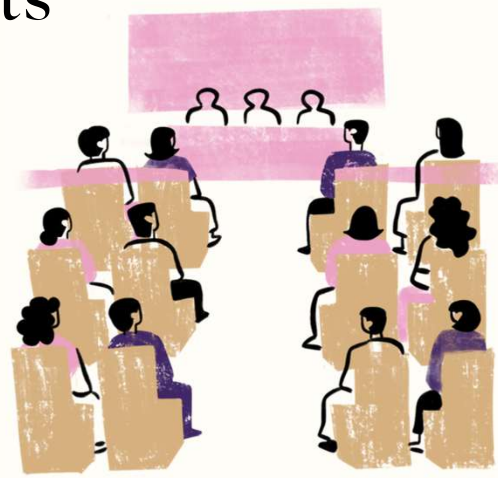
Food Safety and Handling

Aug 28, 2019

skillsoft

Non-students & faculty, staff will not be funded or reimbursed

Cost Breakdown - Honoraria & Contracts



Payments for speakers

- ASI will consider modest and reasonable speaker fees
- A contract or invoice will be required for reimbursement of speaker fees and honoraria.
- ASI may fund noncash equivalents, such as merchandise, flowers, etc., in place of fees and honoraria up to $50.00 per event.

Cal State LA faculty and staff fees cannot be funded with ASI funding

FOR THE STUDENTS, BY THE STUDENTS

ASI

Cost Breakdown - Marketing

All designs for merchandise must be provided in the funding packet

- All clothing must be manufactured by sweatshop-free companies
  - A list of sweatshop-free companies is available on the ASI website
- May fund up to $20.00 per item/merchandise
- May fund up to 100% of merchandise purchased to hand out to all Cal State LA students
- May fund up to 50% of merchandise if it is being sold and not given out for free to students

Printing Fliers

- The funding limit is determined by the paper size and color of B&W.

Marketing Supplies: May consider funding marketing supplies, such as a branded tablecloth or canopy, up to a maximum of $150.

Marketing supply funding requests are limited to once every two (2) years per student organization

FOR THE STUDENTS, BY THE STUDENTS

ASI

Cost Breakdown - Travel

Travel - may fund the lodging, transportation, and registration fees up to the maximum amount allowable

May fund a maximum allowance of $500 per person for all combined travel costs.

- Lodging: based on CSU rates - $333 per night per room
- Mileage: When the traveler uses their own vehicle, $0.725 per mile will be used.
- Airfare reimbursement will be based on coach seating rates.

FOR THE STUDENTS, BY THE STUDENTS

Cost Breakdown - Other

Equipment - May fund the full cost of equipment rentals with a university faculty or staff member's oversight

Supplies - May fund up to a maximum of $100 for event supplies that are necessary for the success of the program. May consider funding supplies with a longer useful life, if the cost of the supply is under $50 and does not require a large space for storage

Admission Tickets - May fund up to $10 per Cal State LA student (i.e., movie tickets, museums, galleries, sporting events)

Prizes and Gift Cards - May fund up to $25 per person and no more than $100 per event

FOR THE STUDENTS, BY THE STUDENTS

Event Flier with ASI Logo

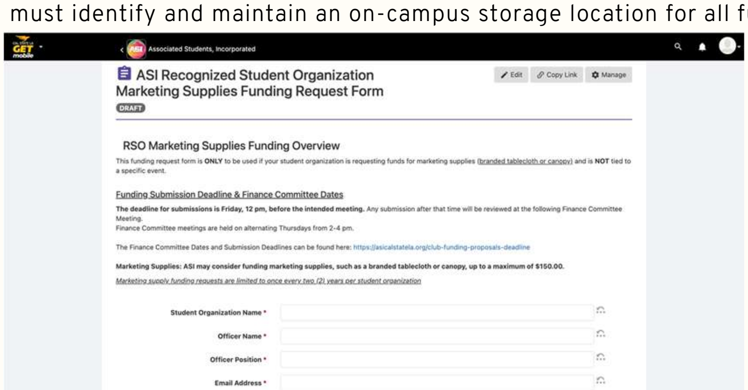
Acceptable

Not Acceptable

https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos

Marketing Supplies Funding Request Form On The Nest on GetMobile

- **ONLY** use this form if your RSO is requesting marketing supplies **NOT** tied to a specific event
- May consider funding marketing supplies, up to a maximum of $150.
  - Marketing supplies can include a branded tablecloth or canopy
- Student organizations must identify and maintain an on-campus storage location for all funded items prior to ordering them



Marketing supply funding requests are limited to once every two (2) years per student organization

Marketing Funding Request Form Sections

- Cost Breakdown
- Design(s) of the item(s) (branded tablecloth or canopy)
- Estimates and relevant invoices
  - Screenshots of the items or provide links

FOR THE STUDENTS, BY THE STUDENTS

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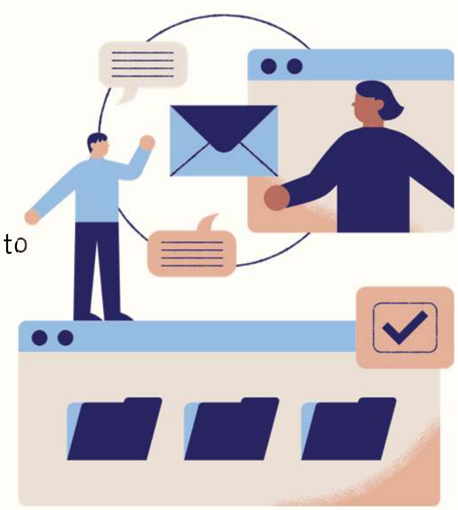
Funding Request Submission

- The deadline for submissions is Friday, 12 pm, before the intended meeting.
  - The Nest Submission Form will serve as the timestamp
- ASI Staff will get back to the student organization representative submissions no later than Monday morning to correct any errors or to submit additional documents
- **Any paperwork not finalized or completed before Wednesday, 12 pm will not be on the agenda for the upcoming Finance Meeting**



FOR THE STUDENTS, BY THE STUDENTS

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Preparation & Expectations for Meeting

- Finance Committee meetings are held on alternating Thursdays at 2 pm
- The earlier you submit the funding request(s), the earlier your student organization will be on the agenda
- Review the meeting agenda posted on the ASI website to confirm your student organization's spot on the agenda. The agenda is posted on Monday at 2 pm, the week of the meeting.
    - *Email as soon as possible if there is an error.*

FOR THE STUDENTS, BY THE STUDENTS

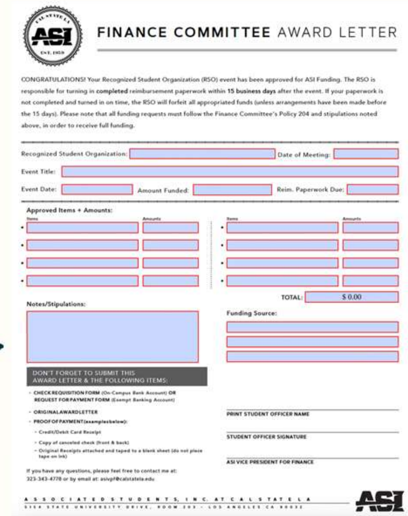
Presenting at the Meeting

- Attending the meeting during which the funding request is considered is **highly encouraged,** but not required
    - An allocation may not be approved if the committee has unanswered questions about the proposed event request
- **Finance Committee Dates and Deadlines can be found here:** ASI Website - Student Orgs Tab - Funding Proposals Deadline - https://asicalstatela.org/club-funding-proposals-deadline

FOR THE STUDENTS, BY THE STUDENTS

After the Meeting - Award Letter

- Summary of the approved expenditure for the event from the Finance Committee meeting
- Sent out within a week of the meeting presented at
- Needs a signature from the student organization officer
  (will be sent to the email on the funding request form)
- Submitted with the Check Requisition or Request for Payment (RPP) and used as a reference for what purchases ASI will be able to reimburse
- Will state any notes/stimulations mentioned in the meeting



FINANCE COMMITTEE AWARD LETTER

CONGRATULATIONS! Your Recognized Student Organization (RSO) event has been approved for ASI Funding. The RSO is responsible for turning in **completed** reimbursement paperwork within **15 business days** after the event. If your paperwork is not completed and turned in on time, the RSO will forfeit all appropriated funds (unless arrangements have been made before the 15 days). Please note that all funding requests must follow the Finance Committee's Policy 204 and stipulations noted above, in order to receive full funding.

Recognized Student Organization: Date of Meeting:

Event Title:

Event Date: Amount Funded: Reim. Paperwork Due:

Approved Items + Amounts:

TOTAL: $ 0.00

Notes/Stipulations:

Funding Source:

DON'T FORGET TO SUBMIT THIS AWARD LETTER & THE FOLLOWING ITEMS:

- CHECK REQUISITION FORM (On-Campus Bank Account) OR REQUEST FOR PAYMENT FORM (Exempt Banking Account)
- ORIGINAL AWARD LETTER
- PROOF OF PAYMENT (examples below):
  - Credit/Debit Card Receipt
  - Copy of canceled check (front & back)
  - Original Receipts attached and taped to a blank sheet (do not place tape on ink)

PRINT STUDENT OFFICER NAME

STUDENT OFFICER SIGNATURE

ASI VICE PRESIDENT FOR FINANCE

If you have any questions, please feel free to contact me at: 323-343-4778 or by email at: asivpf@calstatela.edu

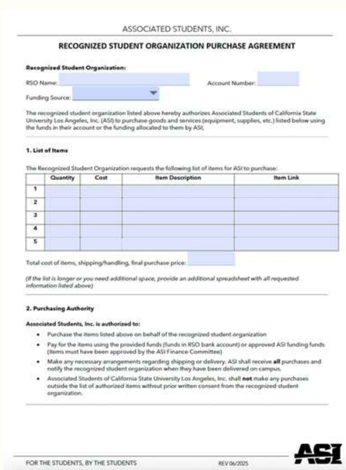
ASSOCIATED STUDENTS, INC. AT CAL STATE LA

FOR THE STUDENTS, BY THE STUDENTS

Pre-Payment for Goods & Services

ASI can help in purchasing items prior to their event by using the Purchase Agreement Form - the EVENT and ITEMS must have been APPROVED by the Finance Committee

Please give at least 2 weeks or more to ensure items can arrive on time (check companies' shipping time)



ASSOCIATED STUDENTS, INC.

RECOGNIZED STUDENT ORGANIZATION PURCHASE AGREEMENT

Recognized Student Organization:

RSO Name: Account Number:

Funding Source:

The recognized student organization listed above hereby authorizes Associated Students of California State University Los Angeles, Inc. (ASI) to purchase goods and services (equipment, supplies, etc.) listed below using the funds in their account or the funding allocated to them by ASI;

1. List of Items

The Recognized Student Organization requests the following list of items for ASI to purchase:

	Quantity	Cost	Item Description	Item Link
1				
2				
3				
4				
5				

Total cost of items, shipping/handling, final purchase price:

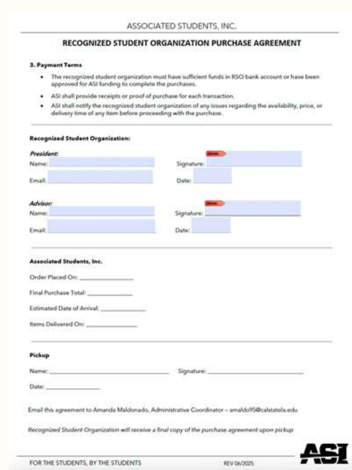
(If the list is longer or you need additional space, provide an additional spreadsheet with all requested information listed above)

2. Purchasing Authority

Associated Students, Inc. is authorized to:

- Purchase the items listed above on behalf of the recognized student organization
- Pay for the items using the provided funds (funds in RSO bank account) or approved ASI funding funds (items must have been approved by the ASI Finance Committee)
- Make any necessary arrangements regarding shipping or delivery. ASI shall receive **all** purchases and notify the recognized student organization when they have been delivered on campus.
- Associated Students of California State University Los Angeles, Inc. shall **not** make any purchases outside the list of authorized items without prior written consent from the recognized student organization.

FOR THE STUDENTS, BY THE STUDENTS REV 06/2025



ASSOCIATED STUDENTS, INC.

RECOGNIZED STUDENT ORGANIZATION PURCHASE AGREEMENT

3. Payment Terms

- The recognized student organization must have sufficient funds in RSO bank account or have been approved for ASI funding to complete the purchases.
- ASI shall provide receipts or proof of purchase for each transaction.
- ASI shall notify the recognized student organization of any issues regarding the availability, price, or delivery time of any item before proceeding with the purchase.

Recognized Student Organization:

President:
Name: Signature:
Email: Date:

Advisor:
Name: Signature:
Email: Date:

Associated Students, Inc.

Order Placed On: ____________

Final Purchase Total: ____________

Estimated Date of Arrival: ____________

Items Delivered On: ____________

Pickup

Name: ____________ Signature: ____________

Date: ____________

Email this agreement to Amanda Maldonado, Administrative Coordinator – amaldo95@calstatela.edu

Recognized Student Organization will receive a final copy of the purchase agreement upon pickup

FOR THE STUDENTS, BY THE STUDENTS REV 06/2025

Prepayment shall only apply to goods and services and not travel or ticketed events

FOR THE STUDENTS, BY THE STUDENTS

Receiving Reimbursement Overview

1. Complete the Check Requisition or Request for Payment Form*
2. ASI Award Letter
3. Clear, Scanned, or Digital Itemized Receipt(s)

**Depending on how your RSO banks determines what form to complete*

- *Check Requisition Form (on-campus bank account)*
- *Request for Payment Form (off-campus banking - EXEMPT STATUS)*

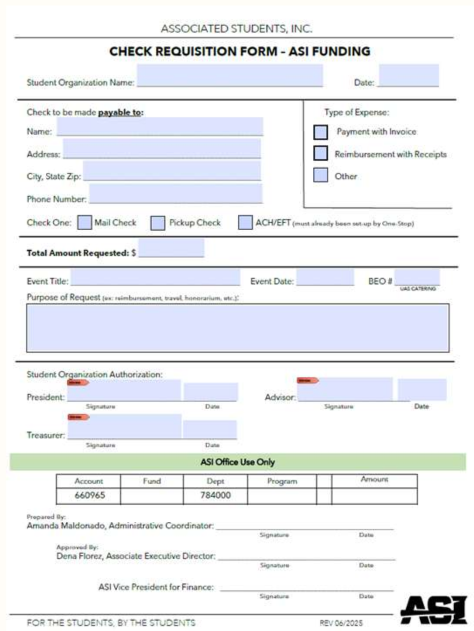
Check Requisition Form

On-Campus Banking

Submit the check requisition form(s) for the individual(s) who paid for the event out-of-pocket

- One per individual who needs to get reimbursed/paid

If there are multiple check requisition forms, please indicate on each form what each individual purchased to receive reimbursement



ASSOCIATED STUDENTS, INC.

CHECK REQUISITION FORM - ASI FUNDING

Student Organization Name: ______ Date: ______

Check to be made **payable to:**

Name: ______

Address: ______

City, State Zip: ______

Phone Number: ______

Type of Expense:

- ☐ Payment with Invoice
- ☐ Reimbursement with Receipts
- ☐ Other

Check One: ☐ Mail Check ☐ Pickup Check ☐ ACH/EFT (must already been set-up by One-Stop)

Total Amount Requested: $ ______

Event Title: ______ Event Date: ______ BEO # ______ UAS CATERING

Purpose of Request (ex: reimbursement, travel, honorarium, etc.):

Student Organization Authorization:

President: ______ Signature ______ Date

Advisor: ______ Signature ______ Date

Treasurer: ______ Signature ______ Date

ASI Office Use Only

Account	Fund	Dept	Program		Amount
660965		784000			

Prepared By:
Amanda Maldonado, Administrative Coordinator: ______ Signature ______ Date

Approved By:
Dena Florez, Associate Executive Director: ______ Signature ______ Date

ASI Vice President for Finance: ______ Signature ______ Date

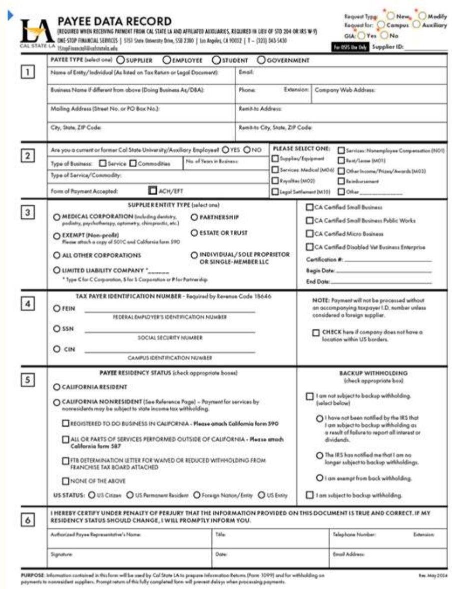
FOR THE STUDENTS, BY THE STUDENTS REV 06/2025

Payee Data Record Form

On-Campus Banking

- For any first-time reimbursement, vendor, or company, a payee data vendor form (in lieu of a W-9) is required to be completed.
- Please provide Amanda Maldonado (amaldo95@calstatela.edu) with the vendor/payee's full name and email address to initiate the Payee Vendor Data Form
- A check can not be issued without the completion of this form

*Let the individual know they will be receiving this form, which comes from One-Stop Financial Services - Adobe Sign


PAYEE DATA RECORD

PAYEE TYPE (select one): SUPPLIER EMPLOYEE STUDENT GOVERNMENT

SUPPLIER ENTITY TYPE (select one)

MEDICAL CORPORATION
PARTNERSHIP
EXEMPT (Non-profit)
ESTATE OR TRUST
ALL OTHER CORPORATIONS
INDIVIDUAL/SOLE PROPRIETOR OR SINGLE-MEMBER LLC
LIMITED LIABILITY COMPANY

TAX PAYER IDENTIFICATION NUMBER

FEIN
SSN
CIN

PAYEE RESIDENCY STATUS (check appropriate boxes)

CALIFORNIA RESIDENT
CALIFORNIA NONRESIDENT

BACKUP WITHHOLDING

Request for Payment Form

Off-Campus Banking - EXEMPT STATUS

*Include an additional spreadsheet if you need more space than what is provided


ASSOCIATED STUDENTS, INC.

REQUEST FOR PAYMENT – ASI FUNDING

Student Organization Name: Date:

Contact Information:
Name:
Email:
Phone Number:
Signature:

Type of Expense:
Reimbursement with Receipts
Other

Event Title: Event Date: BEO #

Description	Cost

*Include an additional spreadsheet if you need more space than what is provided above

Total Amount Requested: $ 0.00

FOR THE STUDENTS, BY THE STUDENTS REV 1/2025

Receipts

Original Receipts: Clear Scan or Clear Photo

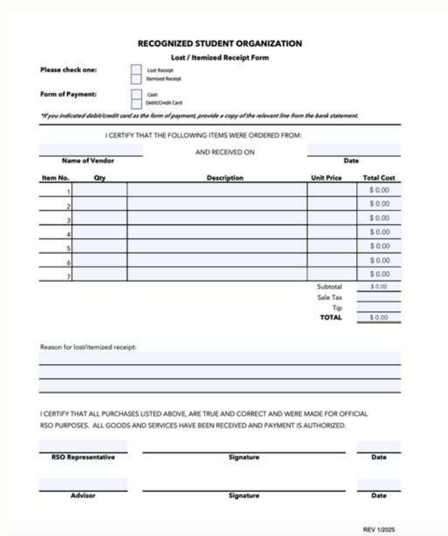
- Receipts need to be itemized
- Receipt(s) must show the transaction date
- Receipt(s) must show how items were paid - cash or show the last 4 digits of the cc

Reciepts - Lost Receipt Form

Only if needed

If you don't have original receipts, submit the RSO Lost Receipt Form signed by the RSO Representative and Advisor

- If you indicated debit/credit card as the form of payment, provide a copy of the relevant line from the bank statement
  - You may cover other sensitive information not pertaining to the reimbursement



RECOGNIZED STUDENT ORGANIZATION

Lost / Itemized Receipt Form

Please check one: ☐ Lost Receipt ☐ Itemized Receipt

Form of Payment: ☐ Cash ☐ Debit/Credit Card

**If you indicated debit/credit card as the form of payment, provide a copy of the relevant line from the bank statement.*

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

Name of Vendor AND RECEIVED ON **Date**

Item No.	Qty	Description	Unit Price	Total Cost
1				$ 0.00
2				$ 0.00
3				$ 0.00
4				$ 0.00
5				$ 0.00
6				$ 0.00
7				$ 0.00
			Subtotal	$ 0.00
			Sale Tax	
			Tip	
			TOTAL	$ 0.00

Reason for lost/itemized receipt:

I CERTIFY THAT ALL PURCHASES LISTED ABOVE, ARE TRUE AND CORRECT AND WERE MADE FOR OFFICIAL RSO PURPOSES. ALL GOODS AND SERVICES HAVE BEEN RECEIVED AND PAYMENT IS AUTHORIZED.

RSO Representative **Signature** **Date**

Advisor **Signature** **Date**

REV 1/2025

Reimbursement Packet Submission

Email all relevant files to:

- Bryan Alvarado Chavez - asivpf@calstatela.edu
- Amanda Maldonado - amaldo95@calstatela.edu
- Dena Florez - dflorez3@calstatela.edu

- The deadline is 15 business days after the event date - indicated on the ASI Award Letter

FINANCE COMMITTEE AWARD LETTER

CONGRATULATIONS! Your Recognized Student Organization (RSO) event has been approved for ASI Funding. The RSO is responsible for turning in **completed** reimbursement paperwork within **15 business days** after the event. If your paperwork is not completed and turned in on time, the RSO will forfeit all appropriated funds (unless arrangements have been made before the 15 days). Please note that all funding requests must follow the Finance Committee's Policy 204 and stipulations noted above, in order to receive full funding.

Recognized Student Organization: ______ Date of Meeting: ______

Event Title: ______

Event Date: ______ Amount Funded: ______ Reim. Paperwork Due: ______

Funding Reconciliation

After the Check Requisition(s)/Request for Payment is received, an email will be sent via Adobe Sign to confirm the total cost of the event and check requisition(s) amounts

- This needs to be signed to continue with the reimbursement process

EXAMPLE

American Indian & Indigenous Student Alliance
Indigenous People's Day
10/14/2024

Total Approved Amount was: $ 3,287.50

	Approved	Actual
UAS Catering	$ 900.00	$ 684.38
Flyers	$ 37.50	$ -
Opening Blessing by Dennis	$ 150.00	$ 150.00
Mexica Dancers	$ 750.00	$ 750.00
Pow Wow Dancers	$ 750.00	$ 750.00
Keynote Speaker, Shannon Rivers	$ 200.00	$ 250.00
Parking Permits	$ 200.00	$ 60.00
Decorations	$ 300.00	$ 16.87
Total:	$ 3,287.50	$ 2,661.25

Total Cost of the Event: $ **2,661.25**

Check Requistions:	***Amount***	
Shannon Rivers	$ 250.00	
Wildhorse Drums: Jorge Lechuga	$ 750.00	
Dennis Garcia	$ 150.00	
Jeszabel Millan	$ 826.87	
UAS Catering	$ 684.38	*(submitted payment already)*
Total of Check Requistions:	**$ 2,661.25**	

By signing below, you are confirming the amount of the total cost of the event and total of check requisitions

RSO Representative: Jeszabel Millan
Jeszabel Millan (Nov 1, 2024 12:17 PDT)
Date: 11/01/2024

Amanda Maldonado:
ASI Administrative Coordinator
Amanda Maldonado (Nov 1, 2024 12:11 PDT)
Date: 11/01/2024

Receiving Reimbursement Check

For student organizations who bank on campus → The individual(s) who paid out of pocket for the event will receive their individual reimbursement check

For student organizations with an exempt account: off-campus banking → Check made payable to your organization - pick up in the ASI Office, U-SU room #203

A check can take 2-3 weeks after funding reconciliation is signed

General ASI Funding Information

ASI Website - RSO Hub Tab

https://asicalstatela.org/rsofunding

Have questions? Reach out to:

Bryan Alvarado Chavez - asivpf@calstatela.edu

Amanda Maldonado - amaldo95@calstatela.edu