




# General Funding Guidelines

Issued: September 29<sup>th</sup>, 2022

Effective: Fiscal Year 2022-2023

## Finance Board Review

Yea: 4	Nay: 0	Abstain: 0
Finance Director:  <a href="#">Patrick Lowry (Nov 7, 2022 14:45 MST)</a>		

# Introduction

In accordance with Redbook Bylaw Article IV, Section 1.2, the 2022-2023 ASUU Finance Board Establishes the following guidelines. These guidelines establish official Associated Students of the University of Utah (ASUU) policies and procedures governing the ASUU Assembly<sup>1</sup> and Senate<sup>2</sup> contingency funds. This policy is subject to ASUU's Redbook<sup>3</sup>, applicable University of Utah rules and policies, and State and Federal Law.

No other source of information (including, but not limited to: emails, websites, and in-person conversation) that relate to, or reference, ASUU Assembly or Senate funding shall govern or make exception to the expectations set forth in this policy.

Accessing ASUU Assembly and Senate contingency funds requires: first, submission of an ASUU general budget request<sup>4</sup>. Second, after approval of the budget request, a reimbursement request<sup>5</sup>.

ASUU makes no guarantees that: 1) a budget request, or 2) a reimbursement request, will be approved, resulting in: 1) no funding allocation<sup>6</sup>, or 2) no reimbursement respectively.

ASUU will not be financially liable for any expenses it chooses not to fund or reimburse. All entities<sup>7</sup> seeking ASUU Assembly or Senate funding assume full financial responsibility, including any fees and/or interest incurred.

This policy governs 2022-2023 fiscal year (July 1<sup>st</sup> 2022 through June 30<sup>th</sup> 2023).

# Scope

This policy applies to all Recognized Student Organizations (RSOs)<sup>8</sup> and College Student Councils (CSCs) seeking ASUU funding, and, if appropriate, a reimbursement.

Recognized Student Organizations (RSOs) include:

1. Registered Student Organizations

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<sup>1</sup> Assembly: an ASUU Legislative body that reviews Recognized Student Organization (RSO) requests for funding.

<sup>2</sup> Senate: an ASUU Legislative body that reviews College Student Council Requests for funding.

<sup>3</sup> Redbook: the constitution and bylaws of the Associated Students of the University of Utah (ASUU).

<sup>4</sup> General Budget Request: the first part required to secure Assembly or Senate funding from ASUU. If approved, this budget request results in an allocation.

<sup>5</sup> Reimbursement Request: with an approved budget request, the associated allocation sets aside the approved money that a reimbursement can be paid against.

<sup>6</sup> Allocation: an amount of money set aside/reserved for a future payment or reimbursement.

<sup>7</sup> Entities: students, student organizations, University departments, or anyone, such as family, incurring expenses.

<sup>8</sup> See [University Rule 6-401A](#) and [Resources for Student Orgs](#)

- a. The organization’s structure and activities are consistent with the mission and culture of the University and student affairs and primarily presents events limited to its membership.
  - b. Typically will focus on a specific issue or activity and function with minimal support from or interaction with the University.
  - c. Is encouraged, but not required, to select an advisor who is affiliated with the University, which may be a faculty member, professional or associate staff member, or graduate assistant.
2. Affiliated Student Organizations (limited to Sports Clubs, Fraternities and Sororities)
- a. Contributes to the mission and culture of the University by routinely presenting events for its members and invited guests. Has an affiliation with a University department or unit but, unlike a sponsored organization, the University does not have direct oversight of the day-to-day activities of the organization.
  - b. Often housed within or connected to a larger sponsored organization or a University department.
  - c. Must select an advisor who is a University employee who possesses the skills and/or training necessary to advise the organization.
3. Sponsored Student Organizations
- a. Considered integral to the mission and culture of the University and is sponsored by a University college or department.
  - b. Operates under the direct and constant guidance of the sponsoring department or office which must be committed to supporting the student organization’s mission and activities. This may include the use of a designated office or workspace provided by the University, access to funding from University revenues with accounting staff support, and access to staff members whose job description includes coordination of the organization.
  - c. Inherently linked to the University because of its role in representing the University of Utah or in presenting events that are considered an integral part of the institution.
  - d. Routinely present events for the campus and broader community.
  - e. Has an advisor assigned by the sponsoring unit who oversees the student organization as part of their university job responsibilities.

## Policy

1. State requirements prohibit the use of non-University email systems to conduct University business.
  - a. Only Umail<sup>9</sup> will be used for electronic communication regarding budget requests, and reimbursements

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<sup>9</sup> Umail: “@utah.edu” email addresses

2. Sponsored RSOs and CSCs must use University accounting and purchasing resources for all Sponsored RSO or CSC business.<sup>10</sup>
  - a. Personal purchases for Sponsored RSOs or CSCs will not receive an allocation or reimbursement from ASUU.
3. Registered and Affiliated RSOs must use personal purchasing resources for all Registered or Affiliated RSO business.<sup>11</sup>
  - a. University purchases for Registered and Affiliated RSOs will not receive and allocation or reimbursement from ASUU.
  - b. Any sales tax paid will not be reimbursed by ASUU.
4. Registered and Affiliated RSOs may not use the University's sales tax exemption.
  - a. Use of the University's sales tax exemption by non-University entities is a violation of state law.
  - b. Expenses made by a non-University entity that use the University's sales Tax exemption will not receive allocation or reimbursement from ASUU.
5. Any allocation of Assembly or Senate funds, and the associated expense of money, must occur in the same fiscal year.<sup>12</sup>
6. Contractual obligations that bind ASUU, or the University at large, may only be entered into by appropriate University authority, and according to University policy.<sup>13</sup>
  - a. Any attempt to represent ASUU or the University in a contract that does not comply with University policy will be considered null and void.
  - b. Any money lost will not be reimbursed by ASUU.
7. ASUU will not allocate or reimburse for services for which there is an unmanaged conflict of interest.<sup>14</sup>
8. Access to ASUU Assembly and Senate funds first requires submitting a general budget request.
9. No RSO or CSC may receive more than its prescribed maximum per year of ASUU allocations from any source.<sup>15</sup>
  - a. The 2022-2023 ASUU Finance Board will not set a formal "maximum" this fiscal year.
    - i. In lieu of a maximum, the Finance Board offers the following estimates as guidance for the Assembly and Senate Contingency Funds:
      1. Assembly: \$284,000.00 divided among 550 RSOs = ~\$516.00 per RSO.

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<sup>10</sup> University Rule 6-401A

<sup>11</sup> University Rule 6-401A

<sup>12</sup> Redbook Bylaws: Article IV, Section 4.1 & 4.2

<sup>13</sup> Redbook Bylaws: Article IV, Section 4.3

<sup>14</sup> Conflict of Interest: Conflicts of interest include any time in which a member of the organization is directly or indirectly receiving financial benefits or compensation.

<sup>15</sup> Redbook Bylaws: Article IV, Section 6.1

2. Senate: \$86,000.00 divided among 18 colleges = ~\$4777.00 per CSC.
10. Each entity receiving an Assembly or Senate Contingency allocation will only be reimbursed according to the specific line items specified in the approved request up to the net approved amount.<sup>16</sup>
11. Assembly budget requests submissions will only be accepted from one of the three (3) required officers of the student organization.
12. Senate budget request submissions will only be accepted from the chair of the College Student Council who is also the associated senator.
13. Budget requests must be submitted according to the Assembly or Senate legislative schedules<sup>17</sup> (see below).
  - a. Budget requests submitted by the deadlines will be reviewed according to the Assembly or Senate process.
  - b. Budget requests will not be accepted after final Assembly or Senate submission deadlines.
  - c. These schedules are subject to change without notice.
14. Budget requests must be associated with an activity<sup>18</sup> open to the entire student body. ASUU is financed by the [ASUU Activity](#) fee. In alignment with the purpose of this fee, eligible expenses must be associated with an activity open to the student body.
  - a. All students must be allowed to participate in (or be a spectator of) the event.
  - b. Activities must have specified name and date.
  - c. If the activity has a series of recurrences (i.e.: a monthly meeting), please submit a new budget request for each individual occurrence.
15. Activities occurring after May 26<sup>th</sup>, 2023 cannot receive an allocation or reimbursement from ASUU.<sup>19</sup>
16. A reimbursement request will not be accepted without an approved budget request.
17. Reimbursements must be paid to the entity that made the original purchase.
18. Eligible expenses seeking reimbursement must have a date-of-purchase within the fiscal year.
19. Assembly and Senate allocation expiration date:
  - a. All approved ASUU budget requests will have at least 15 calendar days, but no more than 45 calendar days to request a reimbursement.
  - b. The expiration date will be based on the latter of the event date relative to the budget request approval date.

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<sup>16</sup> Redbook Bylaws: Article IV, Section 6.11

<sup>17</sup> Assembly/Senate Schedule: a schedule of deadlines indicating when submitted budget requests due and will be reviewed.

<sup>18</sup> Activity: an event, program, project, meeting, seminar, presentation, concert, lecture, etc. in which members of the student body can participate in, or attend.

<sup>19</sup> The close of the fiscal year does not allow for time to collect the required documentation and process reimbursement payments for anything taking place after this date.

- c. The expiration date will be indicated in the budget request approval email notice.
  - i. The email notice will be sent to:
    1. Registered or Affiliated RSOs: The UID of the three RSO officers indicated in budget request, or
    2. Sponsored RSOs: The UID of the three RSO officers and the Umail of the advisor indicated in the budget request, or
    3. CSCs: The UID of the CSC Chair and the Umail of the advisor indicated in the budget request.
  - d. Once the expirations date passes, any allocation will be returned to the respective Assembly or Senate contingency fund, and any reimbursement opportunity will be forfeit.
20. Registered and affiliated RSOs must pay approved expenses with a bank card (credit or debit card) or check.
  - a. Do not use cash
  - b. Do not use Venmo, or any other payment apps (such as paypal, apple pay, cashapp, etc.)
  - c. Failure to comply with reimbursement and documentation requirements (see below) will result in the reimbursement being denied.
21. Sponsored RSOs and CSCs should use appropriate University purchasing resources.
  - a. Sponsored RSOs and CSCs must comply with University purchasing policies.

## Restricted Expenses

1. The Assembly and Senate contingency will **not** allocate or reimburse expenses related to the following:
  - a. Alcoholic beverages (prohibited by University Policy and Utah State law).<sup>20</sup>
  - b. Academic, editorial, literary, or artistic publications including journals, magazines, newspapers, periodicals, quarterlies, or reviews.<sup>21</sup>
  - c. Intramural sport teams, NCAA teams, or NCAA competitors.<sup>22</sup>
    - i. Affiliated sports clubs **may** receive allocations and reimbursements for approved expense items in compliance with these guidelines.
  - d. Letterhead or business cards for student organizations listing the names of individuals.<sup>23</sup>
    - i. Graphic proof of **compliance** will be required for reimbursement of any custom items.

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<sup>20</sup> Redbook Bylaws: Article IV, Section 6.3

<sup>21</sup> Redbook Bylaws: Article IV, Section 6.4

<sup>22</sup> Redbook Bylaws: Article IV, Section 6.5

<sup>23</sup> Redbook Bylaws: Article IV, Section 6.6

- e. Weapons, ammunition, or firearms.<sup>24</sup>
- f. Fine arts organizations that are sponsored by the University and the College of Fine Arts.<sup>25</sup>
- g. RSOs that are sub-groups within a larger umbrella organization.<sup>26</sup>
- h. Campaigning for a candidate for a political office on any level.<sup>27</sup>
- i. ASUU funds may not be used for cash awards, gifts or prizes, ~~including items given away (SWAG) at events.~~<sup>28</sup>
- j. Personal compensation or University salaries.<sup>29</sup>
- k. Tuition or any activity receiving course credit.<sup>30</sup>
- l. Computer hardware, software, web-based services, or a subscriptions/maintenance thereof.
- m. Building repairs, operations, or maintenance.
- n. Gambling (including raffles and “casino” nights).<sup>31</sup>
- o. Any items that are re-sold, or raw materials that become items that are re-sold.
- p. Monetary (cash) donations to another entity.
- q. Travel expenses
  - i. The travel funding process should be used for appropriate travel related expenses.
- r. Hazardous materials as determined by the Environmental Health and Safety Department
- s. Medical equipment or supplies<sup>32</sup>
  - i. This includes face masks and hand sanitizer
- t. Equipment<sup>33</sup> purchases.
  - i. ASUU will not allocate or reimburse the purchase of equipment.
  - ii. Equipment rentals can receive Senate or Assembly allocations in compliance with these guidelines.
  - iii. Exceptions for equipment purchases must be reviewed and approved by Student Leadership and involvement before the purchase is made.

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<sup>24</sup> Redbook Bylaws: Article IV, Section 6.10

<sup>25</sup> Redbook Bylaws: Article IV, Section 6.12

<sup>26</sup> Redbook Bylaws: Article IV, Section 6.13

<sup>27</sup> Redbook Bylaws: Article IV, Section 6.14

<sup>28</sup> Redbook Bylaws: Article IV, Section 4.4

<sup>29</sup> Redbook Bylaws: Article IV, Section 4.3.1 & 4.8

<sup>30</sup> Redbook Bylaws: Article IV, Section 4.5 & 4.7

<sup>31</sup> Utah Code Section 76-10-1102

<sup>32</sup> Medical Supplies: equipment or supplies for the purpose or potential of rendering medical, surgical, dental or nursing treatment, including the furnishing of food or beverages in connection therewith, or in furnishing or dispensing drugs or medical, dental or surgical supplies or appliances.

<sup>33</sup> ASUU defines equipment as any item that is used in the process of planning or executing an event, activity, project, or initiative that is not consumed or used up within a single year.

- iv. Approved equipment purchases that are reimbursed by ASUU must be surrendered to ASUU or another University department before a reimbursement will be paid.

## Budget Request Process

### Assembly vs Senate

The Assembly contingency is reserved for Registered, Affiliated, or Sponsored Recognized Student Organizations (RSOs).

The Senate contingency is reserved for College Student Councils (CSCs).

RSOs and CSCs should complete the “2022-2023 ASUU General Budget Request” on campus connect in their organizations finance tab. You must be logged into campus connect.

### Required Information (Budget Request)

General budget requests are required to include the following information. Follow this outline according to the nature of the budget request (Senate: CSC, Assembly: Registered, Affiliate or Sponsored):

1. Budget Request Name
2. Budget Request Description
3. Legal Affidavit
4. RSO or CSC Information
  - a. Registered Student Organization
    - i. Officer One
      1. Full Name
      2. UID
      3. Phone Number
    - ii. Office Two
      1. Full Name
      2. UID
      3. Phone Number
    - iii. Officer Three
      1. Full Name
      2. UID
      3. Phone Number
  - b. Affiliated Student Organization
    - i. Officer One



1. Full Name
      2. UID
      3. Phone Number
    - ii. Office Two
      1. Full Name
      2. UID
      3. Phone Number
    - iii. Officer Three
      1. Full Name
      2. UID
      3. Phone Number
  - c. Sponsored Student Organization
    - i. Officer One
      1. Full Name
      2. UID
      3. Phone Number
    - ii. Office Two
      1. Full Name
      2. UID
      3. Phone Number
    - iii. Officer Three
      1. Full Name
      2. UID
      3. Phone Number
  - d. College Student Council
    - i. Senator's UID
    - ii. Senator's Phone Number
5. Budget Request Purpose:
  - a. Event Name
  - b. Event Date
6. Registered and Affiliated RSO Payment Information: Please provide the following as they appear on the bank statement associated with the expenses in this budget request.
  - a. Name on the account
  - b. Mailing Address on the account
  - c. If the name on the account is associated with a UID
7. Sponsored RSP and CSC Payment Information:
  - a. Advisor
    - i. Full Name
    - ii. Umail
    - iii. Phone Number
    - iv. Paying Department

8. Input actual or anticipated expense items with any associated descriptions, quantities and costs.

## Budget Request Workflow

Once submitted, budget requests go through an intake process and are distributed to either the Assembly or the Senate. Upon reception, the Assembly or Senate will convert the request into a piece of funding legislation (a bill). RSO members should expect to be contacted by their Assembly Representative (the bill sponsor) for additional information in drafting the legislation.

### Assembly

1. Rules Committee
  - a. Review the budget request for compliance with the General Funding Guidelines. Assign the bill to a representative (bill sponsor). The budget request may be:
    - i. Denied, or
    - ii. Corrected, or
    - iii. Passed, and moved onto the next step
2. Subcommittee
  - a. Review the merits of the budget request. The budget request may be:
    - i. Denied, or
    - ii. Corrected, or
    - iii. Passed, and moved onto the next step
3. General Assembly
  - a. Review the merits of the budget request. The budget request may be:
    - i. Denied, or
    - ii. Corrected, or
    - iii. Passed, and moved onto the next step
4. Student Body President
  - a. Review the merits of the budget request. The budget request may be:
    - i. Vetoed, and returned to the Assembly
    - ii. Passed

The request must pass all four steps to be approved.

### Senate

1. Executive Committee
  - a. Review the budget request for compliance with the General Funding Guidelines. The budget request may be:
    - i. Denied, or
    - ii. Corrected, or
    - iii. Passed, and moved onto the next step

2. General Senate
  - a. Review the merits of the budget request. The budget request may be:
    - i. Denied, or
    - ii. Corrected, or
    - iii. Passed, and moved onto the next step
3. Student Body President
  - a. Review the merits of the budget request. The budget request may be:
    - i. Vetoed, and returned to the Senate
    - ii. Passed

The request must pass all three steps to be approved.

## Assembly Schedule

All submitted Assembly Budget Requests will be reviewed according to the following schedule. This schedule is subject to change without notice. Contact ASUU for the most current Assembly schedule.

### [Legislative Assembly](#)

The Assembly will not accept budget request after the last submission deadline.

## Senate Schedule

All submitted Senate Budget Requests will be reviewed according to the following schedule. This schedule is subject to change without notice. Contact ASUU for the most current Senate schedule.

### [Legislative Senate](#)

The Senate will not accept budget request after the last submission deadline.

## Reimbursement Request Process

A reimbursement from ASUU is only possible with an approved Assembly or Senate budget request.

A reimbursement must be requested using the [form](#) on campus connect (you must be logged in). This form uses logic to decipher and display appropriate questions necessary for reimbursement. Inputting incorrect information into the reimbursement form will lead to incorrect questions and information gathering. A reimbursement request submitted with incorrect information will be denied.

# Required information (Reimbursement Request)

The following information is required in all ASUU reimbursement requests. Follow this outline according to the nature or the budget request (Travel, Assembly, or Senate).

1. Legal Affidavit
2. Requestor information
  - a. UID
  - b. Phone Number
3. Budget Request Information
  - c. Assembly
    - i. Registered student organization
      1. Student Organization Name
      2. Six (6) digit Budget Request ID
    - ii. Affiliated student organization
      1. Student Organization Name
      2. Six (6) digit Budget Request ID
    - iii. Sponsored student organization
      1. Student Organization Name
      2. Six (6) digit Budget Request ID
      3. Sponsoring Department
      4. Advisor's Full Name
      5. Advisor's Umail
      6. Advisor's Phone Number
  - d. Senate
    - i. Six (6) digit Budget Request ID
    - ii. Associated College
    - iii. Advisor's Full Name
    - iv. Advisor's Umail
    - v. Advisor's Phone Number
  - e. Travel
    - i. Sponsored
      1. Individual Travel
        - a. Six (6) digit Budget Request ID
        - b. Sponsoring Department
        - c. Department Travel Admin's Full Name
        - d. Department Travel Admin's Umail
        - e. Department Travel Admin's Phone Number

2. Group Travel
  - a. Student Organization Name
  - b. Event Name
  - c. Departure Date
  - d. Return Date
  - e. Sponsoring Department
  - f. Advisor's Full Name
  - g. Advisor's Umail
  - h. Advisor's Phone Number
- ii. Un-sponsored
  1. Individual Travel
    - a. Six (6) digit Budget Request ID
  2. Group Travel
    - a. Student Organization Name
    - b. Event Name
    - c. Departure Date
    - d. Return Date
4. Proof of Payment<sup>34</sup>
  - f. Upload a PDF copy of a single document (receipt/paid invoice)
  - g. Provide the following as it appears on the document
    - i. Business Name
    - ii. Date of Purchase
    - iii. Items (products/services) Purchase
    - iv. Total Amount Paid
  - h. Up to ten (10) proofs of payment can be uploaded to a single reimbursement request.
5. Graphic Proof<sup>35</sup> (for Assembly: registered and affiliated student organizations only)
  - i. If a custom graphic is used in the purchase of any items being reimbursed, the graphic proof provided by the business is required.
6. Proof of Attendance (for unsponsored individual or group travel only)
  - j. An image that proves the traveler(s) attended the event indicated in the approved travel budget request is required
    - i. This could include an image of any printed materials handed out at the event, or an image of the traveler(s) at the event.
7. Fund Transfer Information (for Assembly: sponsored student organizations, College Student Councils, and sponsored individual or sponsored group travel only)
  - k. Department chartfields are required for reimbursement

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<sup>34</sup> Proof of payment: evidence showing money was exchanged for products/services showing a zero-balance owed.

<sup>35</sup> Graphic "Proof": this is a digital mockup or custom items that show a buyer what to expect of a final product.

- l. ASUU is a University 2000 level fund and cannot transfer money to University 6000 level funds
  - m. For sponsored individual or group travel, a PDF copy of the approved “Concur” travel expense report is required.
- 8. Bank Statements (for Assembly: registered and affiliated student organizations, and unsponsored individual or group travel only)
  - n. Name on the account
  - o. Mailing address on the account
- 9. Additional Payee information (for Assembly: registered and affiliated student organizations, and unsponsored individual or group travel only)
  - p. Primary account holders Phone Number
  - q. Primary Account Holders Email
  - r. Is the entity being reimbursed a University employee (yes, or no)
  - s. Does the entity being reimbursed have a UID (If yes, provide the UID, otherwise no)
  - t. Up to three (3) bank statements can be uploaded in a single reimbursement request.

## Documentation Requirements

Requirements for documentation include:

- 1. Original, or a scan of an original
- 2. Complete, with no cropping or editing
- 3. Required information is clear and legible
- 4. File type of “PDF” or “JPG” only
- 5. Do not combine multiple documents
- 6. Save entire document as a single file
- 7. No screenshots
- 8. Do not combine screenshots into a single document

Each type of documentation must clearly and legibly show the following:

- 9. Proof of payment
  - a. Name of the business
  - b. Date of purchase
  - c. Items (products or services) purchased
  - d. Total amount paid
- 10. Graphic Proof (for Assembly: registered and affiliated student organizations only).
  - a. This document is a vendor provided design “proof” of custom order showing a mockup of the product(s) ordered
- 11. Proof of Attendance (for unsponsored individual or group travel only)

- a. This document shows that the eligible traveler(s) attended the event indicated in the approved budget request.
  - i. This can include an image of printed materials from the event (credential, program, schedule, etc.), or a photo of the traveler(s) at the event.
12. Bank Statement (for Assembly: registered and affiliated student organizations, and unsponsored individual or unsponsored group travel only).
  - a. The name and mailing address of the entity being reimbursed must be visible
  - b. The transactions being reimbursed must be visible
  - c. All other bank statement information may be redacted

## Reimbursement Request Workflow

Once submitted, reimbursement requests are reviewed as follows:

1. ASUU Budget & Finance Office
  - a. The Budget & Finance Office will review the travel budget request for
    - i. Compliance with the Travel Funding Guidelines.
    - ii. Conformity with the associated approved budget request.
    - iii. Verify documentation is reimbursable and compliant with requirements.
  - b. The ASUU Budget & Finance Office is empowered to:
    - i. Deny, or
    - ii. Request corrections/additional information, or
    - iii. Submit the reimbursement to the University for processing
2. The University Offices
  - a. There are two or more offices that review the reimbursement request depending on the nature of the request. These offices are empowered to:
    - i. Deny, or
    - ii. Request corrections/additional information, or
    - iii. Approve, and produce the payment

All reimbursements must receive all required approvals to be paid. If additional information is required, the entity that submitted the reimbursement request and/or the entity being reimbursed will be contacted. Failure to provide the additional information, if any, in accordance with any associated deadlines will result in a forfeit of the reimbursement. No additional reimbursement opportunity will be made available.

## History

Version 1.0 Published 2022-08-05

Version 1.1 Published 2022-09-29







# Updated 2022-2023 ASUU General Funding Guidelines

Final Audit Report

2022-11-07

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