STUDENT ORGANIZATION FUNDING REGULATIONS

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Finance Board Review

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Finance Director		

Legislative Review

Assembly Treasurer
Senate Treasurer

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ARTICLE I: APPLICABILITY

SECTION 1: *DISCLAIMERS*

1. These Student Organization Funding Regulations ("SOF Regulations") are issued pursuant to Redbook Bylaws, Article IV, Section 1, Clauses 2-3. The SOF Regulations constitute a binding regulatory framework governing access to ASUU Assembly and Senate contingency funds.
2. These regulations apply exclusively to Registered, Affiliated, Sponsored Student Organizations, and Recognized Student Governments.
3. These regulations do not extend to entities outside the classification provided under University Rule 6-401A.
4. The SOF Regulations are intended to:
    a. Enumerate expenditures explicitly bared under University of Utah policy and Utah State Code;
    b. Establish supplementary restrictions and procedures governing funding and reimbursement; and
    c. Provide a structured system to guide the budget request and distribution process.
5. Student Organizations assume full financial responsibility for any and all expenditures incurred.
    a. ASUU does not guarantee immediate or successful reimbursement even where allocation has been granted.
    b. ASUU bears no financial liability for non-compliant or disallowed expenses under these regulations.

SECTION 2: *ELIGIBILITY*

1. Student Organizations shall be eligible to request funding from the ASUU Assembly Contingency Fund and the ASUU Senate Contingency Fund exclusively for expenditures associated with a qualified event or series of events demonstrably intended to serve the interests and welfare of the student body at the University of Utah.

   a. Travel expenses cannot be covered by Assembly RSO funding. Travel expenses for Student Organizations can be covered by ASUU Travel Funding, which is separate from the Assembly RSO funding.
   b. No event shall be deemed eligible for funding unless it is scheduled to occur on or before **May 5, 2027**.
   c. Expenditures associated with a qualified event shall not become eligible for reimbursement until after the date on which the event occurred.
   d. Budget requests for events taking place in either the Fall or Spring Semester shall be submitted by the deadline publicly disseminated by the Office of Student Leadership & Involvement (SLI) to all Recognized Student Organizations vis official University communication channels.

2. Student Organizations may also request funding for materials that will be in regular use throughout the Academic Year.
   a. Materials must be compliant with Article II: Restricted Expenses.
   b. Materials must be explicitly for Student Organization use and not for personal possession and if applicable able to be passed along to the next Academic Year.
   c. Student Organizations should also be aware that there are supplies and materials available to borrow for free from Student Leadership and Involvement.
3. Only Student Organizations classified as either Registered, Affiliated, or Sponsored may receive funding through the Assembly contingency. Determination of such will be in accordance with **University Rule 6-401A**, paraphrased as follows:
   a. Registered Student Organizations: Student Organization recognized by Student Leadership and Involvement (SLI) that receive minimal support or supervision from the University.
   b. Affiliated Student Organizations: Student Organizations routinely contributing to the University's mission and culture while carrying official University affiliation but lacking direct oversight of day-to-day activities.

c. Sponsored Student Organizations: Student Organizations considered integral to the University's mission and culture and whose operations receive direct supervision and guidance by a sponsoring University department.

4. Only Student Organizations classified as Recognized Student Governments may receive funding through the Senate Contingency. Determination of such will be in accordance with the Senate Registry of Recognized Student Governments.
    a. Expenses remain eligible for reimbursement only if Student Organizations use appropriate purchasing resources in accordance with their classification, as prescribed by the SOF Regulations, Article III.
    b. Student Organizations may only submit payee information that is in accordance with their classification.
        i. If a Student Organization submits a reimbursement request in the incorrect classification, then the Finance Team will return the request until it has been submitted in the correct classification.
    c. Methods of payment must generate adequate documentation in accordance with the SOF Regulations, Article V, Section 4, to retain reimbursement eligibility.
    d. Expenses paid for using peer-to-peer payment mechanisms (e.g., Cash App, Venmo, or PayPal) fail to fulfill these documentation requirements and hence become ineligible for reimbursement.
        i. This does not extend to payment processors such as Toast or Square or Business Paypal and Venmo Accounts.
5. All Student Organizations can issue a single budget request through Campus Connect per semester, amounting to a total of 2 per fiscal year.

ARTICLE II: RESTRICTED EXPENSES

SECTION 1: *UNIVERSITY POLICY AND STATE CODE RESTRICTIONS*

1. The following are the expenses barred by University Policy and State Code for reimbursement:
    a. Alcoholic Beverages
    b. Firearms
    c. Narcotics and drugs
    d. Gambling (includes “raffles”)
    e. Tobacco
    f. Non-standard furnishing
    g. Vehicles
    h. Printing/mailing technology
    i. Construction work
    j. Residential/commercial grade refrigerators
    k. Software and IT resources (includes iPads, laptops, etc.)
    l. Donations to Organizations
    m. Imported Items
    n. Radioactive materials
    o. Live animals
    p. Compressed gases
    q. Advertising paid positions
    r. FDA-determined Medical Devices
    s. Items carrying University of Utah trademarked logos
    t. Vending machines
    u. Gift cards
    v. Property leases
    w. Compensation for Research participants
    x. Professional services beyond $10,000

y. Personal compensation

z. Sales tax

aa. Rentals or purchases of inflatables

SECTION 2: *ADDITIONAL RESTRICTIONS*

2. The following are expenses barred from reimbursement by the SOF Regulations:
    a. Items with intention of resale for individual gain
    b. Raw materials with the intention of selling finished products for individual gain
    c. Tuition fees
    d. Activities receiving course credit
    e. Academic, editorial, literary, or artistic publications
    f. Intramural and NCAA teams or competitors
    g. Articles listing names of individuals
    h. Student Organizations sponsored by the College of Fine Arts who accept funds from FAF Grants within a Fiscal Year.
    i. Campaigns for political office
    j. Cash awards and cash gifts
    k. All modes of transportation
    l. Costs for hosting events outside a 50-mile radius from the University of Utah
    m. All expenses student Organization expenses beyond $9000 in a fiscal year

ARTICLE III: INITIATING BUDGET REQUESTS

SECTION 1: *FOR REGISTERED AND AFFILIATED STUDENT ORGANIZATIONS*

3. Registered and Affiliated Student Organizations are eligible to receive budget allocation from the Assembly contingency.
4. Organizations must first initiate a budget request through their Organization's Campus Connect account.
5. For an expense to remain eligible for reimbursement, Organizations must pay, or plan to pay, using personal bank accounts not affiliated with the University.
6. The budget request thus initiated must carry the following information:
    a. Name and description of the request.
    b. Acknowledgement of the legal affidavit provided.
    c. Organization classification ("Registered/Affiliated Student Organization").
    d. The full name, University ID number, and phone number of 3 officers of the Organization, registered as such on Campus Connect.
    e. The name and date of events in the current semester.
    f. Specification of the items purchased alongside their numeric quantity, cost, and descriptions of purpose.

SECTION 2: *FOR SPONSORED ORGANIZATIONS*

1. Sponsored Student Organizations are eligible to receive budget allocation from the Assembly Contingency
2. Organizations must first initiate a budget request through their Organization's Campus Connect account.
3. For an expense to remain eligible for reimbursement, Organizations must pay, or plan to pay, using the resources of their sponsoring University Department.
4. The budget request thus initiated must carry the following information:
    a. Name and description of the request.
    b. Acknowledgement of the legal affidavit.

c. Organization Classification ("Sponsored Student Organization.")
d. The full name, University ID, and phone numbers of 3 officers of the Organization, registered as such on Campus Connect.
e. Name and date of the events in the current semester.
f. Full name, University email address, and phone number of the Organization's Faculty Advisor.
g. Name of the paying department
h. Specification of the items purchased alongside their numeric quantity, cost, and descriptions of its purpose.

SECTION 3: *FOR RECOGNIZED STUDENT GOVERNMENTS*

1. Recognized Student Governments are eligible to receive budget allocation from the Senate Contingency
2. Recognized Student Governments must first initiate a budget request through their Organization's Campus Connect account.
3. For an expense to remain eligible for reimbursement, the Recognized Student Governments must pay or plan to pay, using resources of their specific University College.
4. The budget request thus initiated must carry the following information:
    a. Name and description of the request.
    b. Acknowledgement of legal affidavit.
    c. Organization Classification ("Recognized Student Government.")
    d. University ID and phone number of the College Senator
    e. Name and date of the events in the current semester.
    f. Name, University email, and phone number of the Recognized Student Government Faculty Advisor.
    g. Name of the sponsoring department.
    h. Specification of the items purchased alongside their numeric quantity, cost, and descriptions of its purpose.

SECTION 4: *BASE AND IMPACT FUNDING*

1. As enacted in **Assembly Bill 203** introduced and passed on **October 29th, 2024** by the ASUU Assembly, funding allocation for all Student Organizations will be split between Base and Impact Funding.
    a. Base Funding is contingent on the number of members or recurring members of the Student Organization to the best knowledge of the Organization's leadership.
        i. This funding is not guaranteed and can be withdrawn by the Assembly at any point for any reason.
        ii. The remaining budget after Base Funding can be distributed to a select few Student Organizations that demonstrate exemplary student impact.
    b. Impact Funding is determined by an essay response in which the Student Organization Leaders will explain how their organization aligns with the institutional goals of the ASUU assembly. How they have progressed these goals in the past – if applicable – and how they plan to advance these goals through their Student Organization.
        i. A rubric for Impact Funding application will be established by the Assembly Rules Committee and then reviewed by the Assembly Funding Committee.

ARTICLE IV: ALLOCATION WORKFLOW

SECTION 1: *FOR ASSEMBLY*

1. Submitted budget requests are added to the Assembly docket based on its date of submission.
    a. The Assembly schedule, available at the ASUU website, prescribes the deadlines for budget request submission for all Assembly cycles in the current fiscal year.
2. The Rules Committee reviews the request for compliance with the SOF Regulations.
    a. Should the request prove compliant, it is assigned an Assembly representative, moving the request to the next step.
    b. If the request does not prove compliant, it is either corrected and moved forward or denied consideration entirely.
3. After being assigned a request, the Assembly representative will contact the respective Organization leaders to draft it into funding legislation.
    a. Organization leaders are encouraged to reach out and maintain regular contact with their assigned Assembly representative to ensure the best possible legislation for their budget request.
    b. Should their Assembly representative prove unresponsive, the Organization leaders are encouraged to reach out to the Assembly Chair.
4. The request is further processed by the relevant Assembly Subcommittee.
    a. After evaluating the legislation, the Subcommittee denies, corrects, or passes the request forward to the next step.
5. The drafted funding legislation is then considered by the General Assembly.
    a. After evaluating the legislation, the General Assembly either rejects, corrects, or passes the legislation.
6. Lastly, the Student Body President reviews the request passed by the Assembly.
    a. After evaluating its merits, the president either vetoes or passes it.
    b. The General Assembly may overturn a presidential veto through gaining a 2/3rd supermajority of votes in favor, thus passing the legislation regardless.

7. Budget requests successfully passing all the above procedures are allocated the funds requested and the Organization becomes eligible to apply for reimbursement

SECTION 2: *FOR SENATE*

1. Submitted budget requests are added to the Senate docket based on its date of submission.
    a. The Senate schedule, available at the ASUU website, prescribes the deadlines for budget request submissions for all Senate cycles in the current fiscal year.
2. The first Senate institution that reviews the budget request is the Executive Committee.
    a. The Executive Committee reviews the request for compliance with the SOF Regulations.
    b. Should the request prove compliant, it is converted into legislation and forwarded to the next step.
    c. If the request does not prove compliant, it is either corrected and moved forward or denied consideration entirely.
3. The second Senate Institution that reviews the budget request is the General Senate.
    a. After evaluating the merits of the request, the General Senate either denies, corrects, or passes the respective legislation.
4. Lastly, the Student Body President reviews the request passed by the Senate.
    a. After evaluating its merits, the president either vetoes or passes it.
    b. The General Senate may overturn a presidential veto through gaining a 2/3rd supermajority of votes in favor, thus passing the legislation regardless.
5. Budget requests successfully passing all the above procedures are allocated the funds requested and the Organization becomes eligible to apply for reimbursement.

ARTICLE V: INITIATING REIMBURSEMENTS

SECTION 1: *FOR REGISTERED AND AFFILIATED STUDENT ORGANIZATIONS*

1. Organization leaders may submit a reimbursement request by filling out the reimbursement form linked in the Budget Approval Email sent by the ASUU Finance Team (asuufunding@utah.edu).
    a. Student Organization Leaders are encouraged to submit a reimbursement request within 45 days of purchase or date of an event.
    b. The deadline to submit a reimbursement request for the relevant semester will be communicated by the ASUU Finance Team.
    c. The allocation approval email will be sent to at least three officers as well as an advisor if applicable who created the budget request or at least three officers listed on Campus Connect with leadership positions.
        i. Failure to have three officers listed on Campus Connect will result in funding delays.
2. A reimbursement request must include the following information, as applicable:
    a. The name, address, and UID of the individual for whom the reimbursement is being processed. If someone other than the requester made the purchase, please provide their information instead.
    b. Organization designation (Registered/Affiliated.)
    c. PDF copies of documents containing proofs of purchases (receipts, invoices, etc.)
        i. The document must fulfil the requirements listed in Section IV of this Article.
    d. The business name, date of purchase, items purchased, and total amount paid, as listed in the above document.
    e. Graphic proof of compliance with University Policy.
        i. The proof must fulfil the requirements listed in Section IV of this Article.

f. Phone number, email, and University ID (if applicable) of the primary account holder.

3. If reimbursement is requested for custom items featuring any University trademark or logo, the items must adhere to Trademarks & Licensing guidelines. Include the necessary supporting documentation with the Reimbursement Request.
    a. If a reimbursement for an approved funding request is not submitted by **May 7, 2027**, then that RSO will be ineligible to apply for a funding request the next Fall or Spring semester immediate following the semester in which the funding was requested.
    b. If the RSO becomes ineligible due to not fulfilling a reimbursement, then this decision can be appealed to the Funding Committee for determination.
    c. If an event is cancelled or postponed which could result in not utilizing allocated funds, then RSOs must notify the ASUU Finance Director and ASUU Associate Director for Budget & Finance within 30 days of the event cancellation or postponing to avoid being placed on the ineligibility list, so that funds can be returned and reallocated.

SECTION 2: *FOR SPONSORED STUDENT ORGANIZATIONS*

1. Organization leaders may submit a reimbursement request by by filling out the reimbursement form linked into the Budget Approval Email sent by the ASUU Finance Team (asuufunding@utah.edu).
    a. Student Organization Leaders are encouraged to submit a reimbursement request within 45 days of purchase or date of an event.
    b. The deadline to submit a reimbursement request for the relevant semester will be communicated by the ASUU Finance Team.
    c. The allocation approval email will be sent to at least three officers as well as an advisor if applicable who created the budget request or at least three officers listed on Campus Connect with leadership positions.
        i. Failure to have three officers listed on Campus Connect will result in funding delays.

2. A reimbursement request must include the following information, as applicable:
    a. Name of the sponsoring department.
    b. Full name, University email, and phone number of the Organization's faculty advisor.
    c. PDF copies containing proofs of purchases (up to 10 files.)
        i. The document must fulfil the requirements listed in Section IV of this article.
    d. Business name, date of purchase, items purchased, and total amount paid, as listed in the above document.
    e. Sponsoring department chartfield number.
    f. Chartfields must have appropriate codes for an ORG ID, Fund, Activity and Account.
3. Due to University Rule 6-401A, Sponsored Organizations should have their expenses paid for by their advising staff or faculty members using their Purchasing Card. Individual students, staff or faculty are discouraged from making purchases out of their own pocket.
    a. A reimbursement request must be paid out to the sponsoring department and not an individual student, staff or faculty member regardless of if they paid out of their own pocket.
    b. If an individual student, staff or faculty member did pay out of pocket then the sponsoring department will have to disperse the reimbursed funds.

SECTION 3: *FOR RECOGNIZED STUDENT GOVERNMENTS*

1. The Senator for the Recognized Student Government may submit a reimbursement request by replying to Budget Approval Email sent by the ASUU Finance Team (asuufunding@utah.edu).
    a. The deadline for issuing a reimbursement request form for a given allocation is 45 days after the official budget request approval.
    b. If an event has not taken place by the time of its request approval, the deadline for submitting a reimbursement request shifts to 45 days after the event.

c. The allocation approval email, sent to the Senator for the College and the faculty advisor listed on the original budget request, will clearly indicate this deadline.

2. A reimbursement request must include the following information, as applicable:
    a. The name, address, and UID of the individual for whom the reimbursement is being processed. If someone other than the requester made the purchase, please provide their information instead.
    b. Name of the Associated College
    c. Full name, University email, and phone number of the Recognized Student Government's faculty advisor.
    d. PDF copies containing proofs of purchases (up to 10 files.)
        i. The document must fulfil the requirements listed in Section IV of this article.
    e. Business name, date of purchase, items purchased, and total amount paid, as listed in the above document.
    f. College department chartfield number
        i. Chartfields must have appropriate codes for an ORG ID, Fund, Activity and Account.

SECTION 4: *PROOFS OF PAYMENT DOCUMENTATION REQUIREMENTS*

1. Proofs of payment are considered receipts, contracts and paid invoices and must be the following:
    a. PDF format
        i. If the requirements in Article V, Section 4, Clause 2 are met then an exception can be made for JPEG and PNG files.
        ii. If the requirements in Article V, Section 4 Clause 2 are met then an exception can be made for a combination of multiple documents but only if EACH document meets these requirements.
        iii. Exceptions will not be made for HEIC files.
        iv. Exceptions will not be made for phone or laptop screenshots.

   b. Be original, or scans of an original that are not cropped or edited and that clearly and legibly show the required information requested in Article V, Section 4, Clause 2.

2. Proofs of payment must clearly show the following:
   a. The name of the business
   b. The date of purchase
   c. The item(s) purchased
   d. The total amount paid, including a breakdown of taxes, fees and tips if applicable
3. Graphic proofs must be a vendor-provided mock-up of a custom order.
   a. For Registered Organizations not Recognized Student Governments and Sponsored Student Organizations, articles with graphics containing University of Utah trademarked logos will not be reimbursed.
   b. If a Registered Organization would like to purchase materials with graphics, they may do so but must also submit an image of the graphic design along with their proof(s) of payment and the team at Student Leadership and Involvement will review them.

ARTICLE VI: REIMBURSEMENT WORKFLOW

SECTION 1: *FOR REGISTERED AND SPONSORED STUDENT ORGANIZATIONS*

1. ASUU Budget & Financial Office is the first to view a submitted reimbursement request.
    a. The request first goes through the Finance Assistant and then the Principal Investigator.
    b. Should the request require more information or correction, the Finance Assistant will reach out to the respective Student Organization leaders.
        i. If there are multiple errors or missing information with the request the Finance Assistant will ask for further clarification. Keep in mind that this will only prolong the reimbursement process.
    c. Should the office approve a request, it is forwarded to the next step
2. University Accounts Payable is the second party to review a reimbursement request.
    a. Should Accounts Payable require additional information or correction, they will route the request back to the Finance Assistant.
        i. The Finance Assistant will subsequently contact the Student Organization leaders to gain additional information.
        ii. Failure to provide the requested information will result in the reimbursement request being denied.
3. After the successful completion of the above steps, a check will be issued to the payee
    a. The check must be collected from the ASUU Office located in the Student Involvement Wing of the A. Ray Olpin Student Union (200 Central Campus Dr. Salt Lake City, UT 84112).
    b. If requested, the check can be mailed from Accounts Payable to address provided by the payee.
    c. If the check is not collected within six months of issue then the Finance Assistant can cancel and reissue the check if requested by the payee.

d. If the check is not collected within the Fiscal Year then the Finance Assistant will cancel it.
    i. Leeway will only be given for checks issued in the months of May and June.

SECTION 2: *FOR SPONSORED STUDENT ORGANIZATIONS AND RECOGNIZED STUDENT GOVERNMENTS*

1. ASUU Budget and Financial Office reviews a submitted reimbursement request.
    a. The request first goes through the Finance Assistant and then to the Principal Investigator
    b. Should the request require more information or correction, the Finance Assistant will reach out to the respective Student Organization or RSG leaders.
2. The head of ASUU department is next to review the request
    a. Should the request require more information or correction, it will be routed back to the Finance Assistant
        i. The Finance Assistant will contact the Organization leaders to gain additional information
3. After the successful completion of the above steps, ASUU will forward the reimbursement to the University department account associated with the Recognized Student Government or the Sponsored Student Organization.