

## ASUU Finance Guidelines for the Budget Process, Assembly, and Senate

- SPECIFIC ITEMS MAY BE FUNDED ONLY ONCE, THROUGH ONE BODY.
- GUIDELINES NOT MANDATED BY REDBOOK MAY BE DETERMINED ON A CASE-BY-CASE BASIS.
- ALL EXPENDITURE REQUESTS **MUST BE TURNED IN WITHIN 30-DAYS** FROM THE DATE ON THE RECEIPT/INVOICE, OR THE DATE OF THE EVENT, OR THE DATE THE BILL OR BUDGET WAS APPROVED, WHICHEVER IS LATEST.
- FOR ALL TRAVEL FUNDING, PLEASE SEE <http://asuu.utah.edu/travel-and-conference-funding>

### ON CAMPUS EVENTS:

#### ADVERTISING & RECRUITMENT

- 100% of the cost, up to \$1,500 maximum per year
  - Examples: banners, posters, fliers, printing, shipment of advertising materials, etc. Does not include apparel

#### ORGANIZATIONAL APPAREL

- 100% of the cost, up to \$500 maximum per year, with a \$20 cap per item
  - Apparel must prominently display the organization name and/or logo

#### SUPPLIES & EQUIPMENT

- 100% of the cost, up to \$1,000 maximum per year
- Supplies such as letterhead, envelopes, or business cards can be funded, but no individuals' names may appear on it
- Equipment purchased must be for the entire student group and not for individual use
  - Examples: stapler, tape, postage, paper, pens, sound system, lights, tents, goal net, tools, etc.

#### ROOM & EQUIPMENT RENTAL

- 100% of the cost, up to \$1,000 maximum per year
- Equipment rental must be for entire student group and not for individual use
  - Examples: venue rental, technical support, sound system, lights, tents, goal net, tools, etc.

#### PROFESSIONAL SUPPORT

- 70% of the cost, up to \$1,000 maximum per year
- Professionals will only be paid directly. ASUU will not reimburse anyone for gift cards, travel, or lodging expenses.
  - Examples: artists, performers, industry experts, professors outside University of Utah, scientists, researchers, etc.
  - Non-cash awards/prizes must be pre-approved by the Director of Finance.

#### \*\*FOOD

- Assembly/Budget Process – 50% of the cost, up to \$300 maximum per year
  - Prior approval must be given by the Finance Board or the Assembly
- \*\*Senate – Food will not be funded outside of the SAC Open House Fund of \$75 per semester\*\*

#### REGISTRATION

- Organization registration funded at 100% of the cost, up to \$400 per year

### BY UNIVERSITY POLICY AND BY REDBOOK POLICY

- **\*\*REDBOOK MANDATED\*\***
- No university organization may receive more than \$5,000 per year of ASUU funds from any source.
- ASUU does not fund:
  - Tuition/Scholarships
  - Alcoholic Beverages
  - Ammunition or Firearms
  - Computer Software
  - 12-15 Passenger Vans
  - Academic, Editorial, or Literary Publications
  - Entertainment Expenses at Conferences
  - Cash Awards, Gifts, or Gift Cards
  - Building Repairs, Operations, or Maintenance
  - Intramural Sports Teams or NCAA Teams
  - Individual Letterhead or Business Cards
  - Per Diem

For any questions concerning ASUU Finance Guidelines, please contact:

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