Assembly/Senate Bill Process – Part 2

Part 2 - Payment Request Process includes two steps. BOTH STEP 2A and 2B must be completed ON OR BEFORE the 30-day DUE DATE. If you due date falls on a weekend or University Closure day you must turn in your Package BEFORE that date.

Part 2 - Payment Request Process. If approved, you will receive an email from OrgSync or you can view approval information by viewing your Budget Request (example below).

Step 2A - Create/Submit a Payment Request through your ASUU student organization portal as soon as you have 1) received a Budget Request Approved email from OrgSync AND 2) completed your event or bought your item.

Please follow the directions carefully to prevent delayed reimbursement.

1. Navigate to your Budget Request: ASUU.utah.edu>Student Organizations>Login>My Memberships>Student Organizations>More>Treasury>Manage Budgets>Click on the link to your Budget Request.

2. Create the Payment Request:
   A. Under Item Title, click on the Item Title link.
   B. Click on the “Request Payment” button on the lower right corner of the box.

3. TITLE: Leave it as is! (The Title should be the "Item Title" on the Budget Request followed by the word “Payment”.)

4. PAYMENT TYPE: Choose Payment Reimbursement

5. BOX: At the end of the form is a box with line item name and your Budget Request category in parenthesis at the top. Request Budget Payment by listing amount spent.

6. UPLOAD DOCUMENTS: *****DO NOT UPLOAD ANY DOCUMENTS WITH THE PAYMENT REQUEST*****

7. Click on the GREEN Submit button. You MUST submit this Payment Request form ON or BEFORE the 30-day DUE DATE published in the comment section of the Budget Request (a partial example of comment section appears at the top of this document). The 30-day DUE DATE will be strictly enforced. If you due date falls on a weekend or University Closure day you must turn in your Package BEFORE that date.

Step 2B - Prepare/Deliver Payment Request to ASUU Office using the information below.

1. Follow the link in the Budget Request Approved email, or Go to ASUU.utah.edu>Student Organizations>Login>My Memberships> More>Treasury>Manage Budgets.

2. Click on the link to your Budget Request on the list of Budget Requests.

3. Export the Budget Request (Export button upper right).

4. Print Budget Request pdf and use it as a cover sheet for reimbursement package.

5. Sign next to electronic signature on the Budget Request Form.

6. Print and/or Attach all physical and electronic receipts or invoices to the back of the Budget Request.

7. Deliver ORIGINAL Payment Request to ASUU for processing ON or BEFORE the 30-day DUE DATE. (NOTE: You MUST complete step 2A (above) BEFORE delivering your reimbursement package to ASUU. The Payment Request number needs to be written on the Budget Request cover sheet or your reimbursement package will not be accepted.)