Assembly/Senate Bill Process – Part 1

Remember:
- Students must apply through a Student Organization or College Student Council portal.
- Budget Requests must be submitted before the due date of Legislation for a specific month or it will go in the next month’s legislative cycle.

PART 1: Create/Submit a BUDGET REQUEST using the information below. Please follow the directions carefully and complete the form accurately to AVOID POTENTIAL RESUBMISSION. (Your budget request will receive a new date/time stamp upon resubmission. The NEW date/time stamp may require that your Budget Request be processed in the next legislative cycle)

Navigation to create a Budget Request: Go to ASUU.utah.edu>Student Organizations> Login>My Memberships>Student Organization Portal>More>Treasury>Manage Budgets>New Budget (green button)

Important Nomenclature;

Budget Request: This is the general name for the form you will fill out in order to apply for funding.

Budget Title: This is a name given to a specific Budget Request.

Item Title: You have three options for this line: Reimbursement, Invoice, or USHOP. Please see # 3 for an example.

Line Item: This is the specific things you will be purchasing. Please see # 6 for an example.

1. BUDGET TITLE: Use the convention below for the Budget Title. Use dashes as indicated.

   Assembly Bill – Sponsor Name

   Or

   Senate Bill – Sponsor Name

2. BUDGET PERIOD: This option is restricted to the 2017-2018 fiscal year.

3. ITEM TITLE: There are three choices for Item Title: Invoice, USHOP, or Reimbursement (See # 8 on adding additional BUDGET ITEMS)

   Invoice – If student organizations receive an invoice from a company they can turn it into ASUU and we will pay the amount that your student organization was allocated by the Assembly or Senate. Payment for invoices are time sensitive so please bring them to us as soon as possible.
USHOP – USHOP is an online vendor management system through the University of Utah. This system will allow your student organization to purchase directly from vendors such as Amazon through ASUU. A representative of your student organization will need to make an appointment with the ASUU Accountant. Plan for approximately 30 dollars in shipping charges when making a USHOP Budget Request.

Reimbursement – This method will be the most familiar to students from past years. This method is still a great option when purchasing food or other items that you cannot get through an Invoice or on USHOP. It is required for items purchased before an Assembly or Senate allocation is made.

Each one of these Options must be a separate Item Title. If you are going to be buying items through two or three methods on one bill please see #8 for more on how to add a new budget item.

4. CATEGORY: Select either Assembly Bill or Senate Bill.

5. FILL OUT ATTACHED FORM: After selecting the category, a box with “Fill out attached form” will appear. Click on the box and a window with the form will open. The form MUST be completed. Each Form is specific to the category selected.

6. Line Items: You will be able to choose from two different line item categories: Programming and Expenses and Food. Please separate purchases by line items. Please specify what is included in the line item. Template and examples are shown below.

   Template for line items:
   Item(s) being purchased - vendor - amount per item
   EX:
   Meals – Café Rio – $10 per meal
   Posters – Utah Print and Ship – $2 per poster

7. SUMMARY: Skip this. Unless you feel additional information is needed.

8. ADD BUDGET ITEM: If you are using more than one of the purchasing methods please add a new BUDGET ITEM to the request and return to # 3.

9. UPLOAD RELEVANT DOCUMENTATION ONLY— NO RECEIPTS— NO LINKS (use PDF, JPEG, PNG, etc).

10. ANY ADDITIONAL COMMENTS? NOT required.

11. PLEASE REVIEW YOUR APPLICATION CAREFULLY! If we have to request additional information your Budget Request is given a new date/time stamp. The NEW date/time stamp may require that your Budget Request be processed in the next legislative cycle.

ASUU Legislative Bill Process
Part 1
12. CLICK “Save & Finish Later” if you have not completed all of the required fields or you have any questions. You can return to your Budget Request by logging into your ASUU student organization portal, then follow the navigation below.

**Navigation to Budget Request:** Go to ASUU.utah.edu>Student Organizations> Login>My Memberships> More>Treasury>Manage Budgets> Budget Requests for your student organization are listed. Your Budget Request will have a status of “Partial”.

13. CLICK the GREEN Submit button when ready to submit your Budget Request.