



How can ASUU finance your Student Organization!!

ASUU is committed to helping your student organization function efficiently. We recognize that in the past it's been a large financial burden for the members of a student organization to pay for items themselves. Moving forward we will use a variety of new methods to make purchases. Below are descriptions of the methods your Student Organization can use as well as instructions.

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.

Invoice	USHOP	Reimbursement
<ol style="list-style-type: none"> 1. When creating new Budget Requests type "Invoice" for Item Title 2. When creating Payment Request click this specific Item Title 3. Enter dollar amount of Invoice into Requested Budget Payment Box. 4. Do NOT upload invoice into Payment Request. 5. Submit Payment Request online 6. Print out Budget Request form and write Payment Request number on front 7. Attach Invoice to back of printed Budget Request and turn into ASUU Front Desk. 	<ol style="list-style-type: none"> 1. When creating new Budget Requests type "USHOP" for Item Title 2. When creating Payment Request Click this specific Item Title 3. You do not need to enter an amount into the Requested Budget Payment Box. 4. Submit Payment Request online 5. Print out Budget Request form and write Payment Request Number on front 6. Make an appointment with ASUU Accountant on ASUU's website under Funding tab 7. Bring Printed Budget Request and have Accountant purchase items on USHOP 8. Esther will Print out cart items which you will attach to Printed Budget Request and turn into ASUU Front Desk 	<ol style="list-style-type: none"> 1. When creating new Budget Requests type "Reimbursement" for Item Title 2. When Creating Payment Request Click this specific Item Title 3. Enter dollar amount of each Line Item Receipt into Requested Budget Payment Box. 4. Submit Payment Request online 5. Print out Budget Request form and write Payment Request number on front 6. Attach all ORIGINAL RECEIPTS to Printed Budget Request and turn into ASUU Front Desk

Each of these options will need to be separate Budget Items on a Budget Request. If you plan on using all three options you will need to add Budget Items on your Budget Request.

For any questions concerning ASUU Finance Guidelines, please contact:

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