General FAQ's

Question	Answer
What should I do if I don't have access to the Treasury module from the More menu?	Please contact your student organization administrator. All administrators were sent an email with instructions for activating the "GROUP" permission to the treasury tool.
What if I don't know who my student organization administrator is?	1. Go to asuu.utah.edu 2. Click on Student Organizations. 3. Select Login and log into your student organization. 4. Click on People on the top bar. 5. Click on the triangles next to ALL People for a drop-down menu. 6. Click on administrators. 7. Click on each administrator to get their email. 8. Send ALL administrators the email to increase your chances of getting access as soon as possible
How do I become a member of an ASUU student organization?	1. Go to asuu.utah.edu>Student Groups>Login 2. Search for a student organization of interest. 3. Currently registered student groups should have a green "Join Now" button. 4. Give a reason for joining in the box. 5. Submit your request. 6. You may want to email the officers of the student organization to let them know you are waiting for approval of your membership. Click on the Profile tab and scroll down to find a list of officer's emails.
Where can I find the Budget Request Application?	REMEMBER! You must be a member of a student organization to submit a Budget Request. 1. Go to asuu.utah.edu 2. Click on Student Organizations 3. Login using your uID 4. Select the group you plan to submit request through under the "My Memberships" dropdown menu on the top bar. 5. Click on "More" on the "Home" bar. 6. Select Treasury 7. Click on Manage Budgets 8. Click on the green "New Budget" button. 9. Create Budget Request
What is the 30 DUE DATE rule?	This rule requires that you submit your Payment Request to the ASUU Front Desk 30-days from the date published in the comment section of the Budget Request. This due date is calculated from latest of the following:

	a) Date on the receipt or invoice b) Date of event c) Date of ASUU funding approval If your due date is on a weekend or a University Closure you must turn in your package BEFORE your due date. In addition no packages with be accepted after 5:00 PM
What is a Budget Request?	Budget Requests are the forms on Orgsync that you can submit to apply for funding.
What is a Payment Request?	Payment Requests are the forms on Orgsync that you submit and then turn into the Front Desk so that you can receive reimbursement or credit for your purchases.