



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.**)