ASUU Finance Guidelines for the Assembly and Senate Bills

- SPECIFIC ITEMS MAY BE FUNDED ONLY ONCE, THROUGH ONE BODY.
- GUIDELINES NOT MANDATED BY REDBOOK MAY BE DETERMINED ON A CASE-BY-CASE BASIS.
- ALL EXPENDITURE REQUESTS MUST BE TURNED IN WITHIN 30-DAYS FROM THE DATE ON THE RECEIPT, INVOICE, PAYMENT, OR THE DATE OF THE EVENT.
- LEFTOVER MONEY FROM PREVIOUS BILLS CANNOT BE USED FOR OTHER EVENTS NOT SPECIFIED IN THE BILL.
- FINANCIAL GUIDELINES CAN BE OVERRULED WITH A SUPERMAJORITY ¾ (+1) VOTE FROM ASSEMBLY

### ON CAMPUS EVENTS:

#### ADVERTISING & RECRUITMENT

- 100% of the cost
- AFFILIATED: Up to $750 maximum per year
- SPONSORED: Up to $750 maximum per year
- REGISTERED: Up to $500 maximum per year
  - Examples: banners, posters, fliers, printing, shipment of advertising materials, etc. Does not include apparel

#### ORGANIZATIONAL APPAREL

- 100% of the cost, with a $18 cap per item
- FOR ALL CLASSIFICATIONS: Up to $500 maximum per year
  - Apparel must prominently display the organization name and/or logo

#### SUPPLIES & EQUIPMENT

- 100% of the cost
- AFFILIATED: Up to $1,500 maximum per year
- SPONSORED: Up to $1,250 maximum per year
- REGISTERED: Up to $1,250 maximum per year
  - Supplies such as letterhead, envelopes, or business cards can be funded, but may not contain individuals’ names
  - Equipment purchased must be for the entire student group and not for individual use
  - Examples: stapler, tape, postage, paper, pens, sound system, lights, tents, goal net, tools, etc.

#### ROOM & EQUIPMENT RENTAL

- 100% of the cost
- AFFILIATED: Up to $1,500 maximum per year
- SPONSORED: Up to $750 maximum per year
- REGISTERED: Up to $750 maximum per year
  - Equipment rental must be for entire student group and not for individual use
  - Examples: venue rental, technical support, sound system, lights, tents, goal net, tools, etc.

#### PROFESSIONAL SUPPORT

- 100% of the cost
- AFFILIATED: Up to $1,250 maximum per year
- SPONSORED: Up to $1,250 maximum per year
- REGISTERED: Up to $750 maximum per year
  - Professionals will only be paid directly. ASUU will not reimburse anyone for gift cards, travel, or lodging expenses.
  - Examples: artists, performers, industry experts, professors outside University of Utah, scientists, researchers, etc.
  - Non-cash awards/prizes must be pre-approved by the Director of Finance.

#### FOOD

- 50% of the cost
- FOR ALL CLASSIFICATIONS: Up to $400 maximum per year
  - For events that serve food and have less than 11 attendees must fill out the Business Meal Documentation Form

#### REGISTRATION

- 100% of the cost
- AFFILIATED: Up to $600 maximum per year
- SPONSORED: Up to $450 maximum per year
- REGISTERED: Up to $250 maximum per year
BY UNIVERSITY POLICY AND BY REDBOOK POLICY

- **REDBOOK MANDATED**
- ASUU does not fund:
  - Tuition/Scholarships
  - Alcoholic Beverages
  - Weapons
  - Computer Software
  - 12-15 Passenger Vans
  - Academic, Editorial, or Literary Publications
  - Entertainment Expenses at Conferences
  - Building Repairs, Operations, or Maintenance
  - Intramural Sports Teams or NCAA Teams
  - Individual Letterhead or Business Cards
  - Per Diem
  - Graduation, Graduation Party, or Gifts
  - Cash Awards, Gifts, or Gift Cards

For any questions concerning ASUU Finance Guidelines, please contact:

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