



2020/2021 Associated Student Union Instructions for Funding Request

ASU CONTACT INFO

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Contacts for Clubs

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Contacts for Departments, Programs, all other

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STEP 1 COMPLETE FUNDING REQUEST FORM

- Complete the funding request form. *Tips: Be Organized. Be Thorough. Be Prepared.*
- Provide as much information on the form as you can. If additional space is needed, a separate sheet can be attached.
- Cost breakdown must include supporting documentation. Quotes/invoices must be dated within 30 days of the funding request submission date. Quotes/invoices older than 30 days will not be accepted.
- Fund raising activities for event, if none, list “N/A” on form. PLEASE BE ADVISED: if “N/A” listed in this section, the board may request an explanation during scheduled ASU meeting.

STEP 2 SUBMIT FUNDING REQUEST BEFORE DEADLINE OF NEXT SCHEDULED BAC MEETING

- Begin the process for requesting funds as early as possible.
- The funding request will go before the Budgetary Affairs Committee for a decision.
NOTE: In order for funding to be “Officially Approved” an agreed approval from both BAC and ASU are required.
- A representative for your funding request does not have to be present at BAC, however, someone must be present at the ASU meeting to speak on behalf of your request.
- NOTE: You will be notified of the meeting dates, your request will be heard upon submission of Funding Request Form.

STEP 3 ATTEND ASU MEETING TO SPEAK ON YOUR ITEM AND ANSWER ANY QUESTIONS THE BOARD MAY HAVE

- Your funding request will be listed on the Meeting Agenda. All items are addressed in the order listed.
- DO NOT MISS YOUR TIME: Once an item on the agenda is called, the board will open the floor to the speaker. If no one is present to speak on behalf of the funding request, the item can automatically be denied.
- BE PREPARED: Time limit for each action item is 5 minutes. Be prepared to answer questions accurately and quickly. In the event time expires, only board members can initiate the process to extend time.
- Once the board makes a decision on your action item, you are welcome to stay for the entire meeting, however it is not required, and you may leave any time thereafter.

STEP 4 IF YOUR FUNDING REQUEST HAS BEEN APPROVED

- Clubs work with the Student Services Aide and ASU Treasurer for Release of Funds.
- All non-club request are handled by the Student Services Assistant and the VP Finance for Release of Funds.
- NOTE: **APPROVAL IS CONDITIONAL.** Funds are approved for a limited time. The deadline is established by ASU. Standard timeframe for deadlines is 15 business days from event date. To secure funding, all requirements must be met no later than end of business of the established deadline date.
- Determine method for funds to be released – reimbursement or payment direct to vendor. Regardless of method for funds release, the process for checks to be prepared may take up to 10 business days. This process involves both ASU and the FISCAL office, and cannot be rushed. Choose your method carefully and provide ASU with all required documentation in a timely manner.

**PLEASE CONTACT ASU FOR ASSISTANCE COMPLETING THE FUNDING REQUEST FORM
OR IF ANY ADDITIONAL INFO IS NEEDED**